



Parkston Public Library

PO Box G - 110 W. Main St. Parkston, SD 57366

605-928-7906 - parkstonlibrary@santel.net



Job Title: Library Aide

Location: Parkston Public Library

Employment Type: Part-time

Job Summary

The Library Aide supports the daily operations of the Parkston Public Library by assisting patrons, maintaining library materials, and providing general clerical support. This role helps ensure a welcoming, organized, and efficient environment for all library visitors while promoting access to resources and services. The Library Aide works under the supervision of the Library Director. The work is subject to review according to library policy through observation, reports and the results achieved.

Key Duties and Responsibilities

- Assist patrons with locating books, materials, and general library resources
 - Check materials in and out using the library's circulation system
 - Issue library cards and maintain patron records
 - Shelve books, periodicals, and other materials in proper order
 - Maintain cleanliness and organization of library spaces
 - Assist with basic computer use, printing, and troubleshooting for patrons
 - Answer phone calls and respond to general inquiries
 - Support library programs, events, and activities as needed
 - Perform data entry and other clerical tasks
 - Follow library policies and procedures at all times
-

Requirements and Skills

- High school diploma or GED required
- Must pass a background check and drug screening
- Proficiency in operating a computer and basic software applications
- Strong organizational skills and attention to detail
- Good communication and customer service skills
- Ability to work independently and as part of a team
- Basic problem-solving skills
- Ability to lift and move library materials
- Flexibility to work weekends or hours as needed.