

Position: Library Aide	Non-Union
Department: Library	FLSA: Non-Exempt
Evaluated by: Library Director	Hourly
Up to 4 hours per week plus on-call shifts	Wage: \$11 per hour

Summary

Performs routine and recurring clerical duties specific to library operations and the provision of patron services. Designs and provides programming for Children with the help of other library staff, including storytimes and programs for children, grades K – 5.

Job Duties

Customer Service

- Assists patrons with finding library materials,
- Helps patrons use resources searches and library materials to locate information of interest.

Programming

- Prepare and lead 1 - 2 storytimes per month for Baby and Toddler or Preschool Age group
- Prepare and lead 1 - 2 craft, activity, book discussion, or educational program per month for children, grades K – 5 with the assistance of volunteers and/or other staff.

General Operations

- Checks in/out library materials.
- Collects service charges on overdue, lost, or damaged materials.
- Sorts and files books.
- Accepts and processes application for library cards.
- Prepares books and other materials for circulation. Applies labels and covers to library materials.
- Shelves books in proper alpha or numeric category.
- Participates in library beautification efforts such as, but not limited to, displays, placing and aligning materials on shelves, furniture arrangements and cleanliness, and appearance of entry ways.

Administrative Support

- Performs other duties as assigned that support the overall objective of the position.

%of time Essential Job Duties

50%	Programming for Children
20%	Customer Service
25%	General Operations
5%	Administrative Support

Qualifications

Education & Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities. A typical way to obtain the required qualifications would be: Equivalent to the completion of the 12th grade. Experience in a library setting and previous computer experience are desirable.

Skills:

Basic knowledge of library clerical procedures and basic familiarity with reference tools and sources including use of automated library card catalogs. Basic understanding of the Dewey Decimal System of classification and the American Library Association rules for filing. Requires excellent human relations skill to exercise patience and deal courteously with patrons of all ages. Requires sufficient math skill to compute sums.

Expectations:

Establishing and maintaining cooperative and harmonious working relationships with City employees, representatives of business, legislative/administrative officials, governmental organizations and the general public. All employees of the City are expected to read and follow all guidelines in the Employee Handbook. Ability to multi-task.

Licenses and Certificates

None.

Working Conditions

Work is performed indoors where minimal safety considerations exist. May include evening and weekend shifts.

Physical Demands

Must be able to function indoors in an office and/or library circulation desk environment engaged in work primarily of a sedentary to moderately active nature. Requires hearing and speech ability for ordinary conversation and to project voice to a small group. Requires sufficient manual and/or finger dexterity to type/keyboard and otherwise operate computers and other office equipment. Requires ambulatory ability to sit, walk, to move about an office environment, and to lift and carry up to 30 lbs. on an intermittent basis.

Pre-employment

Drug screen, background check, educational and experience verification. Demonstrates ability to perform essential functions.

This job/class description describes the general nature of the work performed and representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps and skills required of the job.