

## Job Description

# Library Aide

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<b>Name:</b>		<b>Department:</b>	Library Operations
<b>Pay Grade:</b>	K	<b>FLSA Code:</b>	Non-exempt
<b>Reports To:</b>	Head of Library Operations	<b>Typical Schedule:</b>	Varies
<b>Last Updated By:</b>	Donna Dunn	<b>Date:</b>	9/11/2017

## Job Summary

Under the direction of the Head of Library Operations, this employee is responsible for shelving library materials, shelf-reading, general straightening of public areas, and practicing the library's policies and procedures.

This position does not have any supervisory responsibilities.

## Essential Functions & Responsibilities

### Primary

- Cleans, sorts, and shelves library materials
- Understands spine label designation
- Knows the location of all categories of library materials
- Shelf reads
- Provides directional assistance to patrons who visit the library
- Provides assistance with the use of the copier, fax, and print-release stations
- Assists with interdepartmental projects, as requested
- Cleans library equipment
- Assists at programs and events, as scheduled
- Assists with setups and breakdowns for library events
- Assists with removing library materials from book returns, as scheduled
- Attends scheduled meetings and training, as required
- Maintains awareness of overall library functions, projects, and goals
- Represents the library in a positive fashion at all times

## Secondary

- Participates in professional development and continuing education, as appropriate
- Understands and demonstrates the Standards of Public Service
- Performs other duties, as assigned

## Education Requirements

*The minimum level of formal education required to perform this job is checked.*

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Some high school (2 years) | <input type="checkbox"/> Bachelor's Degree    |
| <input type="checkbox"/> High school diploma or GED            | <input type="checkbox"/> Master's Degree/MLIS |
| <input type="checkbox"/> Associate's Degree                    | <input type="checkbox"/> Other:               |

## Training, Skills, Knowledge, and/or Experience

### Required

- Ability to complete detailed work accurately, efficiently, and on time, with minimal supervision
- Excellent written and verbal communication skills
- Ability to prioritize and organize work assignments to meet library needs
- Ability to work independently or as part of a team
- Working knowledge of technology to include: Microsoft Windows and Office applications, Google Suite applications, and the internet
- Ability to adapt to evolving technology
- Service-oriented attitude with the ability to establish and maintain effective relationships with staff and the public in order to achieve the goals and objectives of the library

### Preferred

- Successful work and/or volunteer experience in a public library

## Physical Requirements

	<b>Constantly</b> ( $\frac{2}{3}$ or more of the time)	<b>Frequently</b> ( $\frac{1}{3}$ - $\frac{2}{3}$ of the time)	<b>Occasionally</b> ( $\frac{1}{3}$ or less of the time)
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending/stretching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stooping/kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/pulling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching overhead (up to 75" high)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting/carrying/moving (up to 50 pounds)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reading/analyzing/interpreting data	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Viewing/working at a computer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Moving wheeled carts (100 lbs.) within or between buildings in all weather conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Scheduling

This position may require working during any of the hours that the Library is open, including evenings and weekends. Although a regular weekly schedule is established, the needs of the Library may require schedule changes and flexibility.

## Equal Employment Opportunity

The library does not discriminate on the basis of race, color, gender, religion, sexual orientation, gender identity, national origin, ancestry, citizenship, age, disability, veteran status, marital status, pregnancy, arrest record, protected order status, genetic information, or other non-job related criteria in any term, condition, or privilege of employment.



# Acknowledgement

I have read and understand the functions and requirements of this position. I understand that this does not limit the assignment of additional duties for this position, and that the job functions may change as needs evolve.



Employee Signature

Date

