



LIBRARY AIDE

Job Description

I. IDENTIFYING INFORMATION

JOB TITLE:	Library Aide	WORK/PAY STATUS:	Part-time, Hourly
SUPERVISOR:	Librarian	FLSA STATUS:	Nonexempt
		PAY GRADE:	1
DEPARTMENT:	Library	WORK SCHEDULE:	Varies; Per Supervisor
WORK LOCATIONS:	Library/Community Center		

II. PURPOSE STATEMENT

Under general supervision, performs clerical and other library work as required.

III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	Librarian, City Clerk, City Council
Communicates with:	
<i>Internally:</i>	All other city employees and volunteers
<i>Externally:</i>	Suppliers, contractors and repair services, City residents
Supervises:	None

IV. INDEPENDENCE, JUDGEMENT, & DECISION MAKING

The incumbent works under the general supervision of the Librarian and closely follows department policies, procedures, and standards for assigned work tasks. At full performance level the employee is expected to exercise greater independence for initiating, prioritizing, and performing regular work tasks. The employee is also expected to review own work results to ensure quality standards are met.

V. ESSENTIAL FUNCTIONS

This section lists the position's major areas of accountability, core responsibilities/key priorities, and recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.

- 1. Keeps Supervisor informed of all noteworthy matters.**
- 2. Performs duties and tasks associated with library functions.**
 - Circulation and desk procedures, such as checking in and checking out materials, registering patrons and collecting fines.
 - Checks in deliveries of interlibrary loan materials.
 - Does typing and filing.
 - Processes, withdraws, repairs, or reconditions library materials.
 - Shelves library materials and reads shelves.
 - Assists with library programs and displays.
- 3. Performs duties and tasks associated with customer service.**
 - Assist patron with ready-reference questions and reader advisory, bibliographic instruction and database searching.
 - Assists patrons with mechanical operations of library equipment.
 - Answers directional questions and refers patrons to appropriate personnel.
 - Performs other related work as required.

VI. OTHER DUTIES & RESPONSIBILITIES

- Performs other related duties and tasks as apparent or assigned by Supervisor.
- May be subject to periodic drug-testing as outlined in city policies.

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;	Skill in;	Ability to;
<ul style="list-style-type: none"> ▪ each duty category and task ▪ City and department policies & procedures as well as the Supervisor's directives ▪ City's and Department's organizational structure, operations, programs and activities ▪ Working knowledge of library methods and procedures. ▪ applicable federal & state laws and city & county ordinances ▪ OSHA-required safety standards and department safety practices 	<ul style="list-style-type: none"> ▪ using library machines with effectiveness and efficiency ▪ troubleshooting routine issues and problems, taking independent action, and using proper procedures ▪ using appropriate degree of patience and tact in customer service situations ▪ keyboarding and filing ▪ working knowledge of English grammar and spelling ▪ establishing and maintaining cooperative and productive relationships with a variety of individuals and groups ▪ communicating, both verbally and in writing; and using an appropriate degree of tact, persuasion and influence depending on the situation 	<ul style="list-style-type: none"> ▪ attend employer-required training and satisfy learning objectives ▪ work independently and perform duties with consistency and uniformity ▪ handle not public data and other sensitive information in accordance to state statute and City/department policy ▪ lift/carry/move heavy objects weighing up to 25 pounds and heavier objects with assistance ▪ communicate with city residents as well as contractors/consultants and suppliers/vendors ▪ willingness to maintain all areas mentioned through active participation in appropriate library skills and learning experiences.

VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

Personal computer and peripherals, various software applications (word processing, spreadsheets, etc.), telephone, copy and fax machines, other typical office equipment.

IX. MINIMUM HIRING REQUIREMENTS

Includes Training, Experience, Licenses/Certifications, KSAs, and Other Credentials.

An equivalent combination of education and experience may be considered during the hiring process.

1. A level of training and experience equivalent to the position's major functional areas.

X. PREFERRED QUALIFICATIONS (not all-inclusive)

Additional preferred qualifications and job-related characteristics—referenced elsewhere in this description and other job documentation—might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and in a promotional context.

- ❖ Reading ability; effectively read and understand information contained in memoranda, reports and bulletins, etc.
- ❖ Mathematical ability; calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.

XI. WORKING CONDITIONS (summary only)

Includes characteristics related to both the job itself and its work environment.

Library Aide

Works in typical library setting including sitting at desk for extended periods of time. Uses many repetitive movements, fine motor skills and hand-eye coordination. Uses near vision, ability to focus, sense of touch, and hearing. Physical demands also include moving around library/building spaces and can involve reaching, pulling/pushing, grasping, twisting/turning, and some kneeling/crouching. Performs some lifting/carrying/moving of objects such as files, file boxes, and copy paper. The noise level in the work environment is usually quiet in the library. Also travels within and outside city to attend meetings, training, and other work-related events. Works outside normal hours including evenings and weekends. Diversified job requiring sustained mental effort related to public contact, organizational issues, planning and technical areas. There is sustained exposure to public contact, sitting, computer keyboards and video screen.

Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. *(NOTE: Refer any questions to the City Clerk/Treasurer.)*