



**Job Status:** Non Exempt; Part-time

**Reports to:** Library Director, Assistant Library Director, Librarian

**Supervisory  
Responsibilities:** None

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## **I. GENERAL FUNCTIONS**

Under the direction of the Library Director, the Library Aide assists in all aspects of library use; including answering reference questions, providing computer and technical support, shelving items according to library standards, and collects fines and fees. Applicant must be able to stand for extended periods of time, stoop, bend, and lift materials up to 30 pounds. Library Aides must have effective written and verbal communication skills; enjoy working with the public, and be able to work in a kind, courteous, and helpful manner with staff and a variety of patrons. Works as a backup in absence of part time library clerks.

## **II. ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Performs circulation desk procedures, such as checking in and checking out materials, registering patrons, collecting fines and making change.
2. Assists patrons with finding materials and using the card catalog.
3. Shelves items according to library standards.
4. Assists patrons with the use of computers, printers, scanner and copier.
5. Take applications for library cards and enters patron information in the system.
6. Answer reference requests.
7. Open and close the library following established procedures.

8. Assist with summer reading programs and displays.
9. Able to plan, organize and coordinate work routines for self.
10. Able to communicate effectively with fellow staff.
11. Able to communicate in a courteous and respectful manner to all patrons.
12. Willingness and ability to learn new programs and routines and adapt old ones as necessary.
13. Performs general maintenance and other duties as assigned.

### **III. OTHER NON-ESSENTIAL DUTIES**

- Other duties as assigned

### **IV. REQUIRED KNOWLEDGE, SKILLS, ABILITIES**

1. Ability to communicate orally and verbally.
2. Knowledge and use of basic computer software programs, e-mail and Internet search programs is essential.
3. Ability to be flexible in job duties and work schedules.
4. Willingness to work with all types of patrons.

### **V. WORKING CONDITIONS & PHYSICAL EFFORT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, provided such accommodations do not create an undue hardship for the City. The employee is regularly required to sit, stand, walk, stoop, kneel, and bend. Applicants must regularly lift up to 10 pounds and occasionally lift up to 30 pounds without assistance.

### **VI. MINIMUM QUALIFICATIONS**

1. Must be at least 16 years of age and have a high school diploma or equivalent, unless currently a student.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Employee Acknowledgment of Job Description**

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Employee's Rules and Regulations is a contract for employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

### **Employee Acknowledgment of Job Description**

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date