Job Description

Job Title: LIBRARY AIDE

Department: Circulation Services

Apply to:	Pamela R. Christensen, Library Director
Application Deadline:	Monday May 18, 2009 at Noon.
Salary Range:	$9.03 - $9.53 per hour with advancement to Library Assistant after 2 years and 3 months of satisfactory employment.
Hours of Work:	Approximately 20 hours per week. Evenings and weekend hours are required.
Representation:	AFSCME Employee

Position Summary:

- Provide direct patron service in obtaining library materials and services.

Essential Functions:

- Check in and check out library materials using integrated library automation system.
- Perform other standard circulation functions using the library automation system such as placing holds, renewals, identifying if materials are available locally or at other libraries.
- Enter and update patron records using library automation system.
- Collect overdue fines and other fees, accurately recording information in patron record and daily cash sheet as appropriate.
- Explain library policies and procedures to patrons in a manner that insures positive customer relations.
- Answer routine inquiries in person or on the phone, referring patrons in need of professional assistance to librarians.
- Inspect returned items for damages.
- Prepare overdue notices for mailing to patrons.
- Notify patrons by phone of requested materials available for checkout.
- Assist patrons using library automation system, photocopier, and other library equipment.

- Evaluate damaged materials, doing simple, basic mends or sending to technical services department for more detailed work.
- Shelve books and other library materials as needed.
- Shelf read collections as needed.

Knowledge, Skills, Abilities:

- Knowledge of basic library organization (i.e. Dewey Decimal System)
- Knowledge of Internet resources.
- Ability to use standard office equipment including computers, copy machines, telephone, calculator, fax, credit card machine, etc.
- Ability to work with the general public using verbal and listening skills.
- Ability to understand and convey library policies and procedures to patrons.
- Work is closely supervised by supervisor and other staff and follows established procedures and regulations.

Minimum Qualifications:

- High School diploma or GED.
- Good verbal communication skills.
- Basic computer skills.
- Experience working in public setting.

Desirable Qualifications:

- General office experience.
- Previous library experience.
- College coursework.

Working Conditions & Physical Demands:

- The noise level in this work environment is generally considered moderate.
- Employees in this position are required to work evenings and weekends.
- While performing the duties of this job, the employee is regularly required to sit, stand, climb, stoop, kneel, crouch, talk, hear, use hands to finger/handle/feel, reach with hands.
- The employee is occasionally required to crawl and balance.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

Supervisory Responsibilities: None.

Supervision Received:

- Work is performed under the supervision of the Circulation Specialist and work direction from the Circulation Services Library Assistant I.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.