



Library Aide

DEPARTMENT: Library **SUPERVISOR:** Library Director
CLASSIFICATION: Non-Exempt **PAYROLL:** Grade E

POSITION SUMMARY: Perform a variety of duties within the library, including circulation, shelving, shelf reading, technical services, computer, and directional assistance.

ESSENTIAL JOB FUNCTIONS

Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.

- Staff the library service desk which includes checking library materials in and out, answering the telephone, reviewing returned materials for damage, arranging materials for reshelving, shelving library materials, and preparing the library for opening and/or closing.
- Public service in person, by phone, and electronically.
- Provide assistance with programming for children, teens, and adults.
- Collect fines and fees.
- Compile circulation statistics.
- Issue library cards/forms/applications.
- Provide general clerical and office support.
- Prepare materials for CCRLS courier.
- Process materials for collection and assists with collection maintenance.
- Assist with development and distribution of publicity and newsletters.
- Maintain, straighten and rearrange displays.
- Contribute to a positive work environment.
- Maintain cooperative relationships with City personnel, elected officials and other agencies.

AUXILIARY JOB FUNCTIONS:

- Maintain proficiency by attending training sessions.
- Attend monthly staff meetings.
- Maintain work areas in a clean and orderly manner.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE

- Equivalent to a high school education, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.
- Knowledge of office practices and procedures, operation of standard library and office equipment. Knowledge of or the ability to learn the Dewey Decimal Classification System.
- Previous paid or volunteer work and/or experience in a library or dealing directly with the public, is desirable.

CERTIFICATES/LICENSES/REGISTRATIONS

- This position does not require any certificates, licenses, or registrations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The Library has usual office working conditions.
- The noise level in the work area is typical of most library and/or office environments with telephone, personal interruption, and background noises.
- Work schedule may include evening and weekend hours.

PHYSICAL ABILITIES

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.

- While performing the duties of this position, the employee is frequently required to stand, bend, kneel, stoop, communicate, reach and manipulate objects.
- The position requires mobility.
- Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may weigh up to 40 pounds.

- Manual dexterity and coordination are required over 50% of the work period while operating standard library and office equipment.

SUPERVISION

- Works under the general supervision of the Library Director.
- Supervision is not a typical function assigned to this position. May provide basic training and orientation to volunteers, students, and newly assigned personnel on site policies and practices.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

REQUIRED SIGNATURES

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

Library Aide

Date

Library Director

Date