

City of Cottage Grove
Job Description
Library Aide – Temporary/Part-Time, Cottage Grove Public Library

Department: Community Services - Library	FLSA:
Reports to: Community Services Director	Representation: N/A
Pay Range: 1	Date Adopted: <i>October 10, 2017</i>

Essential competencies of this job are described under the headings below. They may be subject to change at any time. 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 may be changed by the employer at any time.

GENERAL POSITION SUMMARY:

The Library Aide performs a variety of duties at the library as part of the library team that provides professional library services to the community.

DUTIES AND RESPONSIBILITIES:

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

An employee in this position works with library staff and volunteers to provide professional library services to the public. Work is performed under the general direction of the Librarian who reviews work primarily on the basis of effectiveness and results obtained.

ESSENTIAL FUNCTIONS:

1. Represents the library and City of Cottage Grove to patrons and to the general public.
2. Assists library patrons with finding materials, answering reference questions, and providing reader's advisory.
3. Networks and interacts with a diversity of individuals and community organizations.
4. Staffs the circulation desk, checking library materials in and out, collecting fees/fines, reviewing materials returned for damages and arranges materials for re-shelving.
5. Provides information on library services to patrons and assists them in use of library.
6. Maintain and enter patron information into computer.
7. Ability to work as part of a team.

IMPORTANT FUNCTIONS:

1. Helps with library programs and special events as assigned.
2. Maintains magazines and pamphlet files and video and dvd collections.
3. Helps patrons with use of the public computers and databases.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands or requirements 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.

Work is performed primarily in a library environment while sitting at a desk or computer terminal, moving about in the library, or while working at the counter for extended periods of time. Physical exertion may be required to lift office supplies and library materials from overhead, from shelves and from the floor. Sufficient vision or other powers of observation are essential to permit the employee to read, sort and shelve library materials and maintain patron catalog records. The employee must move, shelve and retrieve library materials from high and low settings daily. Work includes moderate lifting, carrying, reaching, stooping, pulling and pushing activities, manual dexterity, clear speech, and visual and hearing acuity. Must be able to lift, push or pull up to 30 pounds. Must be able to work out of doors during special events and summer programming.

DISTINGUISHING CHARACTERISTICS:

Work as a member of a group, or with minimal supervision, to operate functions of the library. Work weekends and on-call during emergencies or during special events, or as needed. Attend job-related classes and seminars and conferences. Position exercises no supervision of staff; works with volunteers. Part-time, entry level position. Hours of work and schedule may vary.

JOB SPECIFICATIONS:**Education & Experience:**

High School graduate or equivalency preferred, preferably supplemented by volunteer or other library experience, or satisfactory combination of education and experience and the ability to demonstrate the knowledge, skills and ability to perform the position.

Knowledge, Skills and Abilities:

1. General knowledge of office practices and procedures.
2. General knowledge of the principals and practices of the library.
3. Knowledge of safety standards, practices and procedures applicable to area of assignment.
4. Ability to read and understand organizational written instructions, policies and operations manuals.
5. Ability to work independently with minimal supervision.
6. Ability to communicate both verbally and in writing effectively; work tactfully and courteously with the general public.
7. Ability to establish and maintain effective working relationships with others.
8. Handle inter-library loan service requests.
9. Perform reference and circulation duties.

Special Requirements and Certifications:

High School graduate or equivalency preferred.

Supervisory Duties:

May help supervise library volunteers.

Supervision Received:

Work is performed under the direct supervision of the Librarian.

Contact with Others:

The Library Aide positions will have regular contact with City Staff from the Library and from other City Departments, and will have regular (daily) contact with library patrons, the general public, and with representatives from a diversity of groups and organizations from the community.