

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: LIBRARY AIDE

GENERAL FUNCTION:

Assists in various phases of library operations; performs clerical and related public service work.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Works at circulation desk providing general assistance for library patrons including checking materials in and out, collecting fines and issuing library cards.
4. Helps library patrons with reader advisory questions.
5. Prepares library materials for circulation by printing labels and putting on plastic book covers.
6. Works in the stacks shelving books.
7. May assist in repairing and mending books.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)

1) Job Preparation:

a) Education:

- i) Graduation from high school or equivalent GED certificate. One (1) year office experience preferred with some library experience or coursework in Library Science. Computer experience required.

b) Training:

- i) Any satisfactory equivalent combination of experience and training which insures the ability to perform the work may be substituted, as determined by the hiring authority.

2) Knowledge, Skills and Abilities:

- a) Ability to work under the pressure and stress of customer service, deadlines and schedules.
- b) Ability to learn and fully utilize the library computer systems.

3) Supervision:

Received: Works under the supervision of a Principal Librarian or designated supervisor who assigns work detail and reviews work according to established procedures.

Exercised: Supervision of other employees is not a normal responsibility of this position.

4) Communication:

Must have the ability to communicate effectively with library patrons, staff members and the general public.

5) Cognitive Functions:

Work is governed extensively by written policies, procedures, and guidelines of the City library or the County library district.

Some library experience desirable. Ability to learn library procedures and techniques. Ability to understand oral and written instructions. Must have ability to type and use office equipment.

Most tasks are well defined and recurring yet the services provided by libraries is changing and day-to-day operations are being modernized through technological advances.

6) Working Conditions:

a) Physical Demands:

- i) Lifting of book boxes is required.
- ii) The position requires the use of standard office machines and equipment.

- iii) The position involves intermittent sitting, standing and walking, bending, stooping, and reaching.
- b) Work Environment:
 - i) Work is performed at the West Linn Public Library.
 - ii) The work is performed during regular library hours which includes weekends and evenings.
- 7) Resource Accountability:

Position is responsible for the safe operation of various pieces of office equipment.

The job classification 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.