



Job Description

Job Title	Library Aide/Clerk I	Department	Library
Reports to	Librarian	Salary Level	II
Classification	Non-Exempt	Revision Date	05.01.2014

I. General Description

The position is responsible for assisting the Librarian in providing library services for the City of Dillingham.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

1. Provide information and service to patrons during library open hours, including assistance with electronic card catalog, finding library materials, reference questions, and help with computers.
2. Re-shelve library materials.
3. "Shelf-read" daily to maintain order in the library's materials.
4. Use the library's automation software to circulate materials to patrons.
5. Manage inter-library loan requests and returns.
6. Sort mail and handle magazines and catalogs.
7. Assist librarian processing new materials.
8. Supervise unattended children and teenagers using the computers and other library materials.

IV. Knowledge, Skills and Abilities

Knowledge:

This position requires proficiency in the following areas:

1. Knowledge of general library operations and/or willingness to learn.

Skills and Abilities:

This position must demonstrate the following skills and abilities:

1. Ability to alphabetize and use the Dewey Decimal System.
2. Ability to use a computer.
3. Ability to assist library patrons in a courteous, helpful, and professional manner.
4. Ability to enforce library behavior standards among children and teens using the library.
5. Interact with the public in a courteous, helpful and professional manner.



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6. Work with co-workers, outside agencies, and vendors in a professional manner.

V. Work Environment and Physical Effort

There are physical demands associated with this position including lifting boxes, pushing heavy book carts, climbing ladders and spending a significant amount of time standing and walking around the library. The employee is sometimes the first point of contact for library users. The employee usually works in an open area and there are constant interruptions and distractions. The employee must be adept at listening to and understanding others from a variety of cultural backgrounds. Accuracy and attention to detail are essential when classifying and organizing resources to ensure accessibility to library users.

VI. Education and/or Experience

Education

1. High school diploma, General Equivalency Degree (GED) or working towards a GED.

Experience

1. Prior library experience is helpful.

VII. Certification and Training

1. National Incident Management System (NIMS) compliance training may be required.

VIII. Supervisory Responsibility

None

IX. Scope of Employment

Regular, part-time position of fourteen (14) hours per week.



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X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee.

Supervisor: _____ Date: _____

This job description approved by:

Initials

Date

Department Head: _____

City Manager: _____