

City of Mountain Lake Job Description

Job Title: Library Assistant/Aide **Department:** Library
Supervisor: Library Director **Classification:** Part-time, non-union, non-exempt

Work Schedule

Hours of work are structured to meet service demands and the needs of the public served. The incumbent will be scheduled for variable hours, typically 5 – 10 hours a week but not to exceed 30 hours per week. Evening and weekend hours will be required.

Description of Work

Under direct supervision of the Library Director, the Library Assistant/Aide is responsible for providing assistance and guidance to library patrons, assisting library patrons in utilizing library services, maintaining the library collection, promoting library services, coordinating library programs, collecting statistical data, and performing other related functions as assigned or apparent.

Essential Functions of the Job

- Provides assistance and guidance to library patrons. Provides instruction to and assists patrons in the proper use of library equipment. Provides assistance to patrons by answering questions using library resources, suggesting reading materials, and by locating materials in the library or through inter-library loan.
- Assists library patrons utilize library services. Checks library materials in and out, renews materials, reserves materials, and processes fines for patrons. Processes new library cards and renews expired cards. Notifies patrons on the availability of reserved materials and processes overdue notices. Processes reservations for library services and inter-library loan requests.
- Assists in the maintenance and appearance of the library collection. Responsible for the day- to – day overall appearance and order of the library’s collections and computers. Records, inspects and clears returned materials and reports damage or other problems. Performs minor repairs to books and magazines. Prepares new materials for shelving and withdraws discarded materials. Sorts and shelves returned materials and maintains library shelves in neat order. Organizes and removes outdated newspapers and magazines.
- Promotes library services. Provides information to the community and works with the City to promote the library on radio, through the newspaper, in mailings, etc. Creates displays and works with director to implement new ideas.
- Assists in the coordination of library programs. Assists in the development, promotion and implementation of programs to increase patron awareness of library resources and services. Assists in establishing community contacts and recruiting performers and volunteers.
- Collects statistical data and report information. Assists in compiling circulation and patronage statistics to submit to the Library Director.
- Complies with appropriate local, state, and federal safety rules, regulations and statutes.
- Performs physical demands and work environment requirements for this position.
- Attendance during regularly scheduled work hours and outside of regular hours as necessary.
- Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations, and citizen customers.

Additional Functions of the Job

- Participates in professional staff development. Participates in training and education opportunities to maintain and improve proficiency. Attends and participates in professional organizations. Reads

appropriate journals and articles. Associates with other libraries to learn about and maintain professionalism.

- Performs other related functions as assigned or apparent.

Required Knowledge and Abilities

- Knowledge of library services and operations, including the Dewey Decimal system.
- Knowledge of grammar, spelling, punctuation and basic arithmetic.
- Knowledge of current library trends and new technologies.
- Ability to use library and general office equipment, including computers, printers, copiers, typewriters, and fax machines.
- Ability to promote library services and programs.
- Ability to listen, comprehend, and effectively communicate information both written and orally to all individuals.
- Ability to work independently within established policies, procedures and guidelines.

Minimum Qualifications

High school diploma or equivalent.

Preferred Qualifications

At least 3 years experience and/or training in a public library.

Conditions of Employment

- Must comply with organizational and departmental policies.
- Must possess a valid Minnesota Driver License and vehicle to be used for work related purposes.

Physical Demands/Work Environment

- Requires incumbent to work inside, outside, alone, with others, around others, and have contact with the public.
- Activities that occur continuously (more than 5 hours) are: use of near vision; adjusting eyes rapidly to varying distances; use of color vision; field of vision/peripheral vision; standing; and walking.
- Activities that occur frequently (from 3 to 4 hours) are: bending/stooping; squatting; crouching; use of fingers and hands for repetitive, non-repetitive, or consistent actions; handling with fingers, hands and/or arms; fine manipulating with fingers; talking; hearing; use of far vision; and carrying and lifting up to 10 pounds.
- Activities that occur occasionally (from 1 to 2 hours) are: twisting; and reaching at, above and /or below shoulder level with both arms independently and/or together.
- Activities that occur infrequently (up to 60 minutes) are: sitting.
- Activities that may occur on occasion, but not on a daily basis, include: kneeling; pushing; pulling; climbing heights other than a stair case; and lifting and carrying weights up to 50 pounds.

Equipment/Job Location

This position will be located at the Mountain Lake Public Library. Equipment used to perform the job duties include a telephone, fax machine, copier, printer, paper shredder, typewriter, computer, calculator/adding machine, vacuum and paper cutter. This position requires the operation of an automobile.

The position 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.

The City of Mountain Lake is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.