



POSITION DESCRIPTION

9 June 2015

Library Aide

FLSA Status: Non Exempt
Classification: Occupational
Salary Grade/Band:

Reports to: Duchesne County Librarian
Revised: _____
Human Resources Initials: _____

POSITION PROFILE

Under general supervision of the Duchesne County Librarian or Branch Manager, performs a variety of computer, clerical, and library duties for the library; and provides general information and assistance to patrons and staff. Coordinates the duties related to the circulation desk and processing of new materials.

GOALS

- To ensure work performance, effective time management practices, and attention to detail.
- To articulate and convey information accurately and appropriately to staff and public.

ESSENTIAL FUNCTIONS

- Performs routine clerical duties, including the duties of searching files, filing, sorting and distributing mail, answering telephone, relaying messages and receiving, storing, and distributing supplies.
- Operates all computers, printers, and software applicable to the library/media center. Includes use of CD ROM, Internet, and electronic catalog circulation program, and word processing, desktop publishing and spreadsheet applications.
- Assists patrons with using on-line or CD-ROM reference databases.
- Assists public to locate and check out books and materials.
- Assists in the instruction of public in the use and operation of networked computers, software, and related resources.
- Operates audiovisual equipment such as the laminating machine, printer, and copy machine.
- Performs a variety of clerical duties, including processing and maintaining library media; entering records and files; maintain schedules for use of computers; library media center; books and related reference materials.
- Helps conduct periodic inventories of book collection, materials, software and equipment as assigned; participates in ordering and maintaining supplies and equipment; stores and discards materials according to standard procedures.
- Helps to maintain the physical appearance and ease of use of the library.
- Evaluates and maintains orderliness of shelved materials; shelve books, periodicals, and newspapers; pulls and routes materials in need of mending, binding, repairing, or discarding.
- Performs related duties as required to meet business needs.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent;

- One (1) year of clerical and computer experience or exposure to basic library procedures.
- Bilingual Spanish preferred but not required.

LICENSES AND CERTIFICATIONS

- Must possess a valid and current Utah Driver's License.

OTHER REQUIREMENTS

Must be able to successfully pass a criminal background investigation and drug test.

SKILLS/ABILITIES

- Able to operate computer and perform research functions using internet or database.
- Must be attentive to detail.
- Must follow instructions and respond to management direction.
- Exemplify professional and timely work processes.
- Able to establish and maintain effective working relationships with employees, County officials, and public.
- Able to maintain confidentiality where required.
- Ability to interpret and carry out instructions and assignments as warranted.
- Ability to impart information to others when necessary.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Must be able to write clearly, concisely and communicate effectively in English.
- Must be able to respond to inquiries from public and other departments to fulfill requests for information.
- Ability to effectively present information and respond effectively to questions in one-on-one, small group situations.
- Ability to read and interpret documents such as policies and procedures, safety rules, governmental regulations and professional journals.

REASONING ABILITY

- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret an extensive variety of instructions in varying forms and deal with several abstract and concrete variables.
- Ability to convey understandable instructions and/or problem resolutions.
- Ability to apply common sense to carry out instructions furnished in written, oral, or diagram form.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, run, crouch, or crawl.

- The employee must occasionally lift and/or move up to 50 pounds or more with assistance.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

HAZARDS

- There are no significant harmful hazards that are present for this position.
- Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated to individual needs.
- The noise level is usually moderate.

ADA STATEMENT

Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.