



## City of Cloquet Job Description

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**POSITION:** Library Aide (full-time)  
**DEPARTMENT:** Library  
**REPORTS TO:** Adult Services Librarian

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### SUMMARY

Performs varied tasks in providing library service to patrons, including public contact while working at circulation desk.

### ESSENTIAL FUNCTIONS OF THE JOB

Assists community members in the Library with finding and accessing print, electronic, and audiovisual materials.

Maintain tax forms supply (order supplies and inventory).

Performs circulation desk duties including the checking of materials in and out, the collection of fines and fees, and issuance of receipts, etc.

Ensures that all computers are on and working.

Process and repairs library materials as necessary, make status changes on the computer.

Registers patrons and issues library cards.

Reserves library materials for patrons, including requesting items from other libraries.

Responsible for opening and closing the building including checking doors and lights.

Responsible for booking meeting rooms, collecting fees, posting meetings on library calendar, opening and locking rooms.

Send past overdues to collections or revenue recapture.

Shelves library materials.

Operates the library telephone switchboard.

Assists and instructs patrons in the use of the library computers and other library technology.

Provides directions, information, and procedural information services to patrons.

Maintains the physical space of the Library, including but not limited to, tidying up as needed, and creating and managing displays.

Ability to work flexible schedules including some evenings and weekends

Monitor book drop and make sure it is emptied regularly

Fills photocopier and checks that it is operating properly

Sorts and distributes mail

Process interlibrary loans. Sends materials from our collection to other libraries and process incoming items from other libraries

Collects and disseminates a variety of statistics related to library utilization

Transfers and re-labels current year magazines to five-year shelf and discards old copies

Assists and Children's Librarian and Adult Services Librarian with programs and other related activities

Process and repairs library materials as necessary

Performs other duties as apparent or assigned

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND/OR EXPERIENCE**

High School Diploma or equivalent preferred; previous experience in a customer service setting with three to six months related experience (preferably in a library setting) and/or training; or equivalent combination of education and experience. Demonstrated interpersonal skills.

## **LANGUAGE SKILLS**

Ability to read and interpret documents. Ability to write routine reports and correspondence. Ability to communicate effectively with supervisor, patrons (both adults and children) or other employees of the library.

## **MATHEMATICAL SKILLS**

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to calculate fines and fees and to count money and make change.

## **REASONING ABILITY**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

High level of knowledge and proficiency in use of computers including Microsoft Office (Word, Excel, Access, Publisher) or Adobe.

Should be capable of typing at 35 wpm with no errors and have filing skills.

## **PHYSICAL DEMANDS**

The physical demands 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.

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

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet