



City of Cloquet Job Description

POSITION: Library Aide (part-time 20 hr)
DEPARTMENT: Library
REPORTS TO: Assistant Library Director, Library Director, and or Adult/Childrens Librarian

SUMMARY

Performs varied tasks in providing courteous and responsive 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

Ensures that all computers are on and working

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

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

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

Registers patrons and issues library cards

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

Shelves and maintains order of library materials

Operates the library telephone

Responsible for booking meeting rooms, collecting fees, opening and locking rooms

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

Checks in newspapers

Promotes library programs and resources

Notifies librarians when supplies are low or equipment needs maintenance

Maintains hold shelf

Understands, follows, and enforces library policies and procedures

Assists with children's preparation and programming and outreach

Covers children's circulation desk during and for 1 hour after children's programs

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.