

City of Gretna

JOB DESCRIPTION

Job Title: Circulation & Children's Library Aide

Department: Library

Reports To: Library Director

FLSA Status: Non-Exempt

Date: 03/2011

JOB SUMMARY

Responsible for a variety of library tasks to ensure the efficient provision of services to the community. Performs Circulation Desk duties and assists with Children's Programs. Maintains clean and orderly environment and assists with the maintenance of various library materials.

KNOWLEDGE, SKILLS, AND ABILITIES

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.

Ability to:

- Learn and apply the principles and techniques associated with professional library work, modern library systems and programs.
- Learn to utilize computers and software applications as they pertain to various Library automation systems and creative displays.
- Understand and implement policies in a fair and consistent manner.
- Plan and organize a personal work schedule, set priorities and meet deadlines.
- Perform job duties efficiently while managing frequent interruptions.
- Maintain calm and professional demeanor during hectic or tense situations.
- Learn and operate standard office and sound equipment, i.e. VCR, copier, fax, laminator, etc.
- Accurately count and make change.
- Type accurately using a word processor and personal computer.
- Produce posters and fliers advertising programming and events.
- Understand and follow both oral and written instructions and to communicate effectively, verbally and in writing, in English, with people of all ages.
- Establish and maintain effective working relationships with the general public, community groups, local businesses, other employees and municipal officials.

EDUCATION AND EXPERIENCE

1. Must be high school graduate or have GED certificate.
2. Must become certified by the Nebraska Library Commission through its Public Librarian Certification program by completing at least thirteen modules--6 requisite modules and 7 electives during the employee's provisional (first) three-year certification period.
3. Must be willing to obtain further education, training, and certifications as deemed appropriate and within a time frame established by the employer.

PHYSICAL REQUIREMENTS

Seeing and hearing: read documents, computer screen, answer phones, communicate in person.	25-49%
Standing and walking.	0-24%
Sitting	50-74%
Climbing, stooping, squatting and kneeling.	0-24%
Dexterity: utilizing phone, typing, and writing.	50-74%
Lift in excess of 10 pounds	0-24%

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ESSENTIAL JOB FUNCTIONS

General Library Duties

- Works at the Circulation Desk primarily. Assists with circulation desk and customer service duties by answering the telephone, circulating materials, issuing library cards, collecting fines and fees, answering inquiries on books and available resources, etc.; ensures the confidentiality of all patron records.
- Conducts library tours and answers directional questions.
- Assists with the maintenance of various library materials, shelves materials according to established policies and procedures.
- Conducts Reader's Advisory.
- Operates standard office equipment and specialized library equipment in the performance of job duties, i.e. fax machine, copier, personal computer, calculator, sound equipment, laminator, disc repair machine, etc.
- Establishes and maintains positive relations with the general public, other employees, community groups, local businesses and other area libraries.
- Maintains clean and orderly library environment.
- Assists with the maintenance of various library materials.
- Adheres to all opening and closing duties.

Children's Programming Duties

- Conducts some children's programs, including in the absence of the Children's Librarian.
- Assists with Children's Programs by answering inquiries about children's programs and resources.
- Assists the Children's Librarian in the advertisement of all youth programming as directed/needed by the Children's Librarian or Library Director.
- Assists with the preparation of activities and crafts, bulletin board displays and other promotional materials using mixed media and general art supplies.
- Other projects, such as the Story Stow project.

Performs other duties as assigned.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.