

Job Title: Library Aide
FLSA Status: Non-Exempt
Job Status: Part time/Medium Duty – Reports to Circulation Manager

Essential Duties Required:

- Provide service to all library users in a friendly and efficient manner
- Perform all front desk duties (check books in and out, provide reading suggestions to library users, collect materials from book drops, process material reserves)
- Answer routine inquiries in person, by phone, or via email; refer library users in need of additional assistance to appropriate staff member or other resource
- Assist library users in locating materials online or in person
- Assist library users in the operation of photo copier, fax machine and public access computers
- Assist library staff with programs and displays
- Shelf materials/read shelves; assist with collection inventory
- Other typical library duties as assigned

Skills, Knowledge and Abilities Required:

- Excellent interpersonal skills & the ability to communicate effectively with library users and staff
- Ability to follow written and oral instructions accurately
- Ability to learn Dewey Decimal system, circulation system, and library policies/procedures
- Flexible, responsible and proactive regarding schedule and duties
- Ability to work both independently and as a team member
- Basic computer skills including Microsoft Office, internet searching, and circulation software

Qualifications:

- at minimum 14 years of age
- Available 10-19 hours/week
- Available to work select daytime hours, 1-2 weekday evenings 5-7 p.m., and 8:30 a.m.-3 p.m. on Saturdays

Work Environment:

- The Decorah Public Library is located in a 3-level, accessible building
- Position may require sitting or standing for long periods of time
- Medium work requiring the exertion of up to 50 pounds of force occasionally and up to 20 pounds of force frequently

The City of Decorah is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

Note: This job description includes the primary job duties and requirements for this position. However, it is not intended to provide an exact description of all job duties and requirements. The City reserves the right to change this job description at any time.

Position is subject to pre-employment physical, including drug testing and background check

The City places a high premium on its' image and, as such, expects all employees to consistently behave in a manner which reflects positively upon the City of Decorah