

Six Mile Regional Library District
JOB DESCRIPTION

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|-----------------------------------|---|
| Title: | Library Aide, Part-time |
| Title of Immediate Supervisor: | Assistant Director / Johnson Road Manager |
| Additional instructions given by: | Librarians, Library Department Assistant |
| FLSA Status: | Non-exempt |
| Reviewed: | May 2024 |

JOB SUMMARY

The part-time library aide is primarily responsible for ensuring a variety of library materials are shelved correctly. The person in this position monitors patron use of public computers at the main library. This position is also responsible for general housekeeping tasks relative to the appearance of the book shelves. Additionally, the person in this position occasionally assists at the circulation desk when needed.

JOB DUTIES AND RESPONSIBILITIES

Essential Functions:

Shelves books, DVDs, and other library materials in accordance with procedures

Checks shelves ("reads" the shelves) to ensure that all materials are correctly shelved; alerts other library staff to damaged materials found while reading the shelves

Cleans books and shelves.

Notifies customers by telephone or postcard of the availability of materials requested

Assists customers as needed in the use of library equipment, automated library catalog, Internet computers, and photocopier

Assists, only as needed, with some circulation desk procedures including registrations, holds, renewals, referrals to reference desk, checking materials in and out, answering telephone, and collecting fines and fees

Checks in newspapers, puts them on the rack, and removes previous issues, as needed.

Checks newspapers removed from rack to see that sections and pages are in correct order

Works on special projects as assigned

ENVIRONMENTAL - ATMOSPHERIC CONDITIONS

Work is usually performed in a normal office environment. Evening and weekend hours are required.

POSITION QUALIFICATIONS

Education

Minimum requirements include high school diploma or GED

Experience

Experience working in a library is a plus

Knowledge, Skills and Abilities

Good working knowledge of the English alphabet

Ability to read and recognize titles and labels on spines of books and other locations on a variety of library materials

Good working knowledge of personal computer usage including use of the Internet and e-mail. Ability to use Microsoft products is helpful

Good working knowledge of standard office equipment: multi-line/multi-function telephone system, computer, fax machine, and photocopier

Good working knowledge of Dewey Decimal System and computerized circulation system

Basic mathematical, keyboard, data entry, typing, and filing skills

Ability to receive direction and to work without supervision

Ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g. patterns of numbers, letters, words, pictures, mathematical operations)

Ability to generate or use different sets of rules for combining or grouping things in different ways

Good oral and written communication skills

Effective interpersonal skills

Ability to embrace change and to work in an organization that values continuous learning

Ability to work in an organization that embraces customer service and to display professional business attitude with a pleasant demeanor

Ability to evaluate situations and to exercise tact, courtesy, and good judgment

Ability to interact well with the public

Physical Requirements

Primarily active work requiring a more than usual amount of standing, walking, kneeling, reaching, grasping, and pushing; also requires sitting, stooping or crouching, climbing, crawling, balancing, hearing and talking

Requires the ability to exert up to 40 pounds of force regularly to lift, carry, push, pull, or otherwise move objects

Requires clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus as well as clarity of vision at 20 or more feet; must also be able to identify and distinguish colors

Requires manual dexterity in order to input data on a keyboard

Licensing

None required

This job description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. Supervisors have the right to assign, direct, and control the work of the employee under their supervision. The use of a particular expression or illustration describing those duties shall not be held to exclude other essential functions, responsibilities, or duties not mentioned in this description that are of similar kind or level. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

Union Contract Covered Positions

| Annual Benefits | Full Time - 40 hours | Part Time - 20 hours |
|--|--|-----------------------------------|
| 14 Paid Holidays | 8 hours each | 4 hours each |
| Birthday Holiday | 8 hours | 4 hours |
| 2 personal days** | 16 hours total | 8 hours total |
| vacation* 2 weeks; first year pro-rated according to month hired | 80 hours | 40 hours |
| sick leave / maximum accumulation | earned at 10 hours per month / 1152 | earned at 5 hours per month / 576 |
| Health, Dental, Prescription, Vision Insurance - employee | employee pays cost above \$800 per month | none |
| Employee Assistance Program (EAP) | yes | yes |

IMRF (Illinois Municipal Retirement Fund) all employees must participate

AFSCME (American Federation of State, County and Municipal Employees trade union) membership is available, but not required.

** Personal days for new hires: employees who start between July 1 - November 1 receive 1 personal day through December 31. Employees hired after November 1 will not receive personal days until January 1 following their hire date.

* Vacation amount increases with longevity. Vacation does not carry over year to year; earned and then used the following year. Vacations are taken annually between January 1 and December 31.