

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

Essential Duties Required:

- Provide service to all library patrons in a pleasant and efficient manner
- Perform all circulation desk duties using computerized system
- Answer routine inquiries in person and over the telephone; refer patrons in need of additional assistance to appropriate staff member
- Assist patrons in locating materials online or in person
- Assist patrons in operation of photo copier, fax machine and public access computers
- Assist library staff with programs and displays
- Shelf materials/read shelves
- Other typical library duties as assigned

Skills, Knowledge and Abilities Required:

- Excellent interpersonal skills and the ability to communicate effectively with patrons and staff
- Ability to follow written and oral instructions accurately
- Ability to learn Dewey Decimal system, automated circulation system and library circulations policies/procedures
- Flexible, responsible and proactive regarding schedule of duties
- Ability to work both independently and as a team member
- Basic computer skills including use of Microsoft Office products, web searches, data input and ability to navigate proprietary software applications

Qualifications:

- at minimum 16 years of age
- Available to work select weekday evenings until 8 p.m. and Saturdays 9:30 a.m.- 5 p.m.

Work Environment:

- The Decorah Public Library is located in a 3-level, handicap 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