

5. Library Aide II:

- a. Definition: Performs routine library work in all phases of library operations; completes other work as assigned.
- b. Supervision Received: Works under direct supervision from the Library Director and Library Assistant.
- c. Supervision Exercised: Exercises general supervision over volunteers as relates to work assigned.
- d. Examples of Principal Duties:
 1. Performs various: technical library functions; clerical, data-entry, and recording-keeping functions, and routine operations.
 2. Charges and discharges materials, collects fines, reserves materials, renews materials and registers borrowers using an automated circulation system.
 3. Assists the public in the use of the library by giving standard information in person, by phone, or email, and by explaining the use of library facilities to new patrons.
 4. Assists patrons in using library technology.
 5. Prepares requests for reserves and for materials from Inter-library loan.
 6. Covers and prepares materials for processing into circulation system.
 7. Completes minor repairs on books.
 8. Maintains and organizes the periodical collection .
 9. Supervises the notification and collection of all fines and overdue items.
 10. Maintains library public and staff areas in clean and orderly fashion by: cleaning computer terminals, dusting and straightening bookshelves, and other general cleaning and/or organizing tasks; performs other related duties as required.
 11. Catalogs materials into the collection under the supervision of the Director or Library Assistant.
- e. Qualifications:
 1. Ability to:
 - a. Deal tactfully and courteously with library patrons.
 - b. Accurately perform routine clerical, data-entry, and record-keeping tasks.
 - c. Attain a working knowledge of existing and new library computer technology.
 2. Experience and Training:
 - a. Graduation from high school with classes or experience in business or a related field.
 - b. Working knowledge of technology fundamentals.
 - c. Ongoing training as required.
- f. License or Certification: Certification as required by the Nebraska Library Commission.
- g. Essential Criteria:

1. Ability to frequently reach above the head, stoop to the floor, lift up to 30 lbs, drag, climb and bend to perform a variety of tasks in processing and maintaining a collection, preparing for activities and performing general library duties.
2. Ability to spend significant amounts of time using the telephone, and computer.
3. Knows and follows library and City policies and procedures.
4. Knows and follows safety procedures, pointing out problems and keeping equipment in satisfactory condition.
5. Keeps skills current and growing: attends required trainings, actively seeks opportunities to learn, exhibits energy and enthusiasm for libraries and service.
6. Works well with others, including patrons, volunteers, and fellow staff.
7. Understands that change and evolving library procedures and duties are constants in library work.
8. Understands patron privacy and advocates for intellectual freedom and freedom of access issues.
9. Is a good office citizen: fills out timecards at the beginning and end of each work period, and submits the timecards bi-weekly (to meet City payroll schedule), keeps work and break areas clean, responds to emails and requests promptly, and has a positive attitude.
10. Punctuality and regular attendance are essential functions of each employee's job with the City.
11. Works assigned schedule, makes own arrangements for a substitute, and notifies the Library Director of the change.
12. Notifies the Library Director of upcoming vacation requests, in advance (so schedule changes may be accomplished).
13. Notifies the Director of sick and emergency leave as soon as possible (so schedule changes may be accomplished).
14. Expects to be photographed for publication in newsletters, Facebook, the library's webpage, etc.

h. Working Conditions:

Factors that make the job more difficult include: stress derived from dealing with the public; working under deadlines; working nights and weekends, closing, sometimes working alone; continued and on-going research and training to keep current on resources and information; eye and back strain from prolonged working at a desk and computer terminal or lifting heavy objects.