

VILLAGE OF MAZOMANIE – LIBRARY AIDE

Job Summary: This position is responsible for a variety of duties including daily circulation functions, customer service, shelving library materials and shelf maintenance of items.

Immediate Supervisor: Library Director

Skills and Abilities: This position requires the ability to learn a variety of complex procedures and to work independently; understand the role and purpose of the library; establish a good rapport with library users; work with frequent interruptions; adhere to library standards of accuracy, timeliness and confidentiality; maintain courteous and respectful working relationships with colleagues and the public; and the ability to remain flexible and positive in a time of continual change.

Characteristic Work: (not all inclusive and may be modified at any time):

- Carries out routine opening and closing procedures; processes delivery items of interlibrary loan materials.
- Performs routine circulation desk procedures such as check-in and check-out of materials; patron registration, and the collection of fines.
- Places Holds on materials and conducts bibliographic searches for patrons.
- Assists with daily shelving of library materials; processes items for shelf-readiness.
- Provides basic Reader Advisory service; refers Reference questions to Library Director.
- Assists patrons with basic computer, Internet and database instruction, as needed.
- Assists patrons with mechanical operation of library equipment.
- Monitors activity in the library and takes action to maintain order when appropriate.
- Participates in continuing education programs related to library service.
- Attends staff meetings as scheduled by Library Director.
- Performs light housekeeping duties such as watering plants, taking out the trash/recycling, cleaning PC monitors, light dusting, etc., as needed, to help maintain appearance of the library.
- Performs other related work as assigned by the Library Director.

Qualifications – essential knowledge and abilities:

- Ability to understand library procedures and policies and apply them to operations.
- Ability to communicate positively and effectively with staff, the public and volunteers.
- Computer knowledge, including email, Internet and Web searching, is essential.
- Willingness to maintain/improve skills in above areas by participating in continuing education.
- Excellent level of English oral and written skills.

Physical Requirements of the Position:

- Sitting, standing, walking, kneeling, climbing, stooping, bending, twisting and reaching.
- Lifting and carrying 30 lbs. or less and handling, picking up and shelving library materials.
- Keyboarding, writing, filing, sorting.
- Pushing and pulling objects weighing 30-80 lbs. on wheels.

Mental Requirements of the Position:

- Communication skills: effectively communicate ideas and information in oral and written form.
- Problem solving skills: develop feasible solutions to problems; refer to supervisor when necessary.
- Reading ability: effectively read and understand information in memoranda, reports, manuals, etc.
- Ability to comprehend and follow instructions from supervisor, verbally or in written form.
- Mathematical ability: calculate basic arithmetic problems without using a calculator.
- Ability to sort and file using alpha-numeric system. (Dewey Decimal System)
- Creative decision-making: to evaluate or make independent decisions based on experience, knowledge or training without supervision.

Environmental Working Conditions: Inside work; some flexibility with work hours, regular weekday, early evening and Saturday morning hours.

Equipment Used: Computer, keyboard, monitor, printer, receipt printer, laser scanner, copier, telephone, answering machine, computer software and CD-Rom products.

Minimum Training and Experience: High school diploma or GED equivalent – 1-year post-secondary education preferred. Basic competency computer skills (Windows, Internet, e-mail, etc.). General office experience. Previous library work experience (paid or volunteer) preferred.

Wages and Benefits: Set annually by the Library Board.