



Title: Library Aide

FLSA Status: Non-Exempt

SAFETY STATUS: Non Safety Sensitive Position

BRIEF DESCRIPTION:

The purpose of this position is to provide special library support services and stellar customer service to the public. This is accomplished through circulation; organizing, coordinating and researching books; crafts, preparing flyers and emails regarding special events, reviewing new book lists, creating the calendar of programs, hospitality and reception, cash handling, responsibility, and working with school libraries. Other duties include data entry, ensuring daily deposits are correct and have been processed properly and all duties of front circulation desk.

REPORTS TO:

This positions reports to the Library Director.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

| (S) Sedentary | (L) Light | (M) Medium | (H) Heavy | (V) Very Heavy |
|---|---|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly. |

| # | Code | Essential Functions | % of Time |
|---|------|---|-----------|
| 1 | L | Provides coverage of the circulation desk by answering telephones; conducts general clerical duties; maintains book/merchandise displays; performs customer service to patrons; ensures materials are organized and shelved; according to catalog system; assigning patrons to computers; checks books in and out of the library; processes new books into library software; greets public in professional, friendly manner; handles cash register and daily deposits; issues new member accounts and updates existing accounts; copies, faxes and scans documents; prepares flyers; answers reference questions; assist patrons in basic computer problems; shelves and organizing library collection; and provides superior customer service. | 60% |
| 2 | M | Prepares and researches activities for special programs by scheduling special appearances and speakers; coordinates special events; interacts with children; creates and distributes flyers to promote special programs; conducts library tours. | 25% |
| 3 | M | Support library's summer reading program; mails patron correspondence; networks with other local libraries; organizes | 15% |



volunteers; oversees special project; and ensures the promotion of library reading initiatives.

JOB REQUIREMENTS:

| -Description of Minimum Job Requirements- | |
|---|---|
| Formal Education | Work requires the ability to read and understand written instructions, to understand simple processes and the routine operations of machines. Level of knowledge is equivalent to high school. |
| Experience | Under and including one year. |
| Supervision | Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers, or temporary employees. |
| Human Collaboration Skills | Decisions regarding implementation of policies may be made during interactions. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. |
| Freedom to Act | Receives General Direction: Within this job, the employee normally performs the job by following established standard operating procedures and/or policies. The employee may choose the appropriate procedure or policy to apply to duties. Performance is reviewed periodically. Typically would see an experienced technician working in relatively complex and diverse areas or seasoned professional applying widely accepted principles at this level. |
| Technical Skills | Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. |
| Fiscal Responsibility | Prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division. May recommend budget allocations. |
| Reading | Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study. |
| Math | Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study. |
| Writing | Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Certification & | Valid Texas Driver's License |



Other Requirements

OVERALL PHYSICAL STRENGTH DEMANDS:

| -Physical strength for this position is indicated below with “X”- | | | | | |
|---|--|---|---|---|--|
| Sedentary | Light | Medium | X | Heavy | Very Heavy |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| C | F | O | R | N |
|--------------------------|------------------------------|------------------------|----------------------------|---------------|
| Continuously | Frequently | Occasionally | Rarely | Never |
| 2/3 or more of the time. | From 1/3 to 2/3 of the time. | Up to 1/3 of the time. | Less than 1 hour per week. | Never occurs. |

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

| -Physical Demand- | -Frequency- | -Brief Description- |
|-------------------|-------------|---|
| Standing | C | making presentations, communicating with co-workers |
| Sitting | F | desk work, meetings, driving |
| Walking | F | around work site |
| Lifting | C | supplies, equipment |
| Carrying | C | supplies, equipment |
| Pushing/Pulling | F | file drawers, equipment, tables and chairs |
| Reaching | F | for supplies, for files |
| Handling | F | paperwork, monies |
| Fine Dexterity | F | computer keyboard, calculator, telephone pad |
| Kneeling | F | filing in lower drawers, retrieving items from lower shelves/ground |
| Crouching | O | filing in lower drawers, retrieving items from lower shelves/ground |
| Crawling | O | under equipment |
| Bending | F | filing in lower drawers, retrieving items from lower shelves/ground |
| Twisting | F | from computer to telephone, getting inside vehicle |
| Climbing | O | ladders, step stool |
| Balancing | O | on ladders, on step stool |
| Vision | C | filing in lower drawers, retrieving items from lower shelves/ground |
| Hearing | C | communicating with co-workers and public and on telephone, listening to equipment |
| Talking | C | communicating with co-workers and public and on telephone |
| Foot Controls | O | driving |
| Other | | |



(specified if applicable)

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

CD player, DVD player, data projector, laminator, telephone, copier, fax, calculator, computer and associated hardware and software.

ENVIRONMENTAL FACTORS:

| C | F | O | R | N |
|--------------|------------|--------------|--------|-------|
| Continuously | Frequently | Occasionally | Rarely | Never |

| D | W | M | S | N |
|-------|------------------------|-------------------------|------------|-------|
| Daily | Several Times Per Week | Several Times Per Month | Seasonally | Never |

| -Health and Safety Factors- | |
|-----------------------------|---|
| Mechanical Hazards | R |
| Chemical Hazards | N |
| Electrical Hazards | R |
| Fire Hazards | R |
| Explosives | N |
| Communicable Diseases | O |
| Physical Danger or Abuse | O |
| Other (see 1 below) | N |

| -Environmental Factors- | |
|-------------------------|---|
| Respiratory Hazards | S |
| Extreme Temperatures | S |
| Noise and Vibration | D |
| Wetness/Humidity | N |
| Physical Hazards | S |

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

| F | O | R | N |
|---|---------------------------------------|-------------------------------------|-----------------------|
| Frequently From 1/3 to 2/3 of the time | Occasionally Up to 1/3 of the time | Rarely Less than 1 hour per week | Never Never occurs |

| -Description of Non-Physical Demands- | -Frequency- |
|---|-------------|
| Time Pressure | F |
| Emergency Situation | F |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | O |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | O |
| Noisy/Distracting Environment | F |
| Other (see 2 below) | N |

(2) N/A

PRIMARY WORK LOCATION:

| | | | |
|--------------------|---|---------------------|--|
| Office Environment | X | Vehicle | |
| Warehouse | | Outdoors | |
| Shop | | Other (see 3 below) | |

City of Hondo, TX



| | | | |
|--------------------------------|--|--|--|
| Recreation/Neighborhood Center | | | |
|--------------------------------|--|--|--|

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.