

City of Dunedin, Florida
Class Description

JOB TITLE: Library Aide
Library Department

GENERAL STATEMENT OF JOB

Under direct supervision, the position involves physically demanding work, primarily consisting of shelving books and materials and setting up the library meeting room. May assist with routine Library circulation and customer service duties in accordance with established Library policies and procedures and room set ups. Performs related work as directed. Reports to the Senior Librarian - Circulation.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Alphabetizes and shelves books, DVDs and all other Library materials.

Empties bookdrops, loads/unloads book carts; checks materials for damage and performs minor repairs as needed.

Straightens shelves, dusts, washes shelves, performs all routine collection maintenance tasks.

Sets-up and rearranges meeting rooms.

Keeps track of the meeting room schedule and makes sure the room is set up as requested.

Makes sure the movable wall in the meeting room is put up and down according to program schedule.

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Does inventory and cleaning of tables and chairs in meeting room.

Assists with Library programs as needed.

Cleans computers and computer keyboards.

Assist with routine duties around the building such as putting out signs and cones and picking up debris as needed.

Assists with opening and closing procedures.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

No experience required.

SPECIAL REQUIREMENTS

Must be at least 16 years of age.

Ability to perform moderate to heavy lifting and bending.

Ability to move heavy partition wall panels.

Ability to stand for extended periods of time.

Ability to push and pull loaded book cart.

Must be available to work varied hours to include evenings and weekends.

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Library Aide. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of public library practices and procedures. Has the ability to learn

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and utilize new skills and information to improve job performance and efficiency. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards. Is able to offer assistance to fellow employees as necessary.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, etc. Has knowledge of and skill in the use of modern office practices and equipment.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information. Has knowledge of proper English usage, vocabulary, punctuation and spelling.

Mathematical Aptitude: Has knowledge of basic mathematics.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Is able to read and interpret various materials pertaining to the responsibilities of the job.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities.

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ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert moderate physical effort in moderate to heavy work involving moving from one area of the office to another and some lifting, carrying, pushing and/or pulling of objects and materials of moderate to heavy weight (up to 50 pounds); some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies. Able to stand for extended periods of time.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Library Director



Date