

CITY OF IOWA CITY - Job Description

Job Class #9979

FLSA Non Exempt
Non Civil Service

Identification

Position Title: Library Aide
Job Title: Bookmobile Aide
Department: Community & Access Services
Division: Library
Immediate Supervisor: Bookmobile Assistant / Senior Library Assistant

Job Summary

Under general supervision, inspects, checks in, sorts, shelves and pulls materials at the Downtown Library and on the Bookmobile. Maintains positive visual presentation of Library and Bookmobile. Under immediate supervision, works on the Help Desk and Bookmobile performing fundamental circulation, clerical, and customer service duties including checking out items, collecting fines, and assisting patrons. Assists with self-check. Works rotating weekends and assigned holidays.

Essential Job Duties and Responsibilities

Inspects, checks in, sorts, shelves and pulls materials from Downtown Library, Bookmobile and Bookmobile storage collections.

Updates Bookmobile collections.

Rotates Library materials between Bookmobile and Downtown Library collections.

Maintains positive visual presentation of the Downtown Library and Bookmobile.

Assures Bookmobile shelves are filled and appealing to patrons.

Works on the Help Desk and Bookmobile.

Performs general circulation duties at the Help Desk and Bookmobile; **checks out** materials, **collects** fines and **clears** charges.

Assists with Bookmobile opening and closing duties and safety routines.

Assists patrons at self-check stations.

Assists with Bookmobile service and schedule promotion.

Takes photographs.

Enters schedule information in Google Maps and Library calendar.

Monitors email and other Library correspondence to keep abreast of current ICPL operations.

Attends regular staff meetings.

Completes ongoing training and assigned continued education opportunities.

Understands and **implements** established policies and procedures regarding the safety and security of customers and fellow staff members.

Reports problems.

Presents the Library and its collections, programs and services in a positive manner and **adheres** to customer service procedures and guidelines as established by the Library.

Conducts self in a manner which **promotes** and **supports** diversity and inclusivity in the workplace and community.

Performs other duties as assigned.

Physical and Environmental Conditions

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch. The employee is frequently required to travel to community sites on the Bookmobile. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 20 pounds. The position must have the ability to apply up to 50 pounds of force to move or push a book cart. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

Minimum Education, Experience and Certification

High school diploma or equivalent required. Experience working in a library, customer service or related field required. Must pass criminal background check.

Preferred Education, Experience and Certification

None.

Knowledge, Skills, and Abilities

Ability to sort and alphabetize library materials. Knowledge of library shelf arrangement. Some knowledge of general library functions and policies. Working knowledge of paging methods and procedures. Ability to read and understand basic instructions. Ability to calculate fines and process cash and credit card transactions. Ability to communicate effectively with the public. Some knowledge

of library circulation policies and procedures. Knowledge of general clerical functions and office procedures. Skills in data entry and data retrieval in computer systems. Skills in working with the Library's computer software. Strong customer service and community engagement skills.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.