

## CITY OF IOWA CITY - Job Description

Job Class #9977

FLSA Non Exempt  
Non Civil Service

### Identification

**Position Title:** Hourly Library Aide  
**Job Title:** Children's Services Program Aide  
**Department:** Children's Services  
**Division:** Library  
**Immediate Supervisor:** Children's Services Coordinator

### Job Summary

Under supervision, assists staff in the Children's Room providing programming and services to children and families. Assists with the annual Summer Reading Program by registering participants and helping with special programs and projects. Assists children with use of Children's Room computers. May sort and shelve library materials in the Children's Room.

### Essential Job Duties and Responsibilities

**Assists** with Summer Reading Program registration, prizes and special programs.

**Assists** with supervision of drop-in activities for children.

**Assists** children with use of Children's Room computers.

**Helps** with Children's Room pick up and displays.

**Works on** Sunday as required.

**Shelves** children's materials as time allows.

**Implements** established policies and procedures regarding the safety and security of patrons and fellow staff members.

**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

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.

While performing the duties of this job, the employee frequently is required to stand or sit. The

employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to walk, climb or balance; and stoop or kneel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. This position must have the ability to apply up to 30 pounds of force to move or push a book cart. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and the ability to adjust focus. The noise level in the work environment is usually moderate.

**Minimum Education, Experience and Certification**

Must be at least 16 years of age. Some experience working with children is helpful. Must pass criminal background check.

**Preferred Education, Experience and Certification**

None.

**Knowledge, Skills, and Abilities**

Ability to work with children in an active group setting as well as one-on-one. Ability to assist with activities and programs for children. Knowledge of and ability to use personal computers, including children's software and Internet applications. Ability to work in a team environment to deliver library services. Ability to organize and shelve library materials. Ability to consistently deliver excellent customer service.

*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.*