

CITY OF IOWA CITY - Job Description

Job Class #9993

FLSA Non Exempt
Non Civil Service

Identification

Position Title: Library Aide
Department: Development Office
Division: Library
Immediate Supervisor: Library Coordinator – Development

Job Summary

Under supervision of the Development Office Director and Development Office Assistant, performs tasks related to fundraising efforts of the Development Office and Board of Directors of the Iowa City Public Library Friends Foundation, a non-profit organization. Responsibilities include data entry and other record keeping, assistance with fundraising including execution of special events, and with operations of the Friends Foundation used bookstore.

Essential Job Duties and Responsibilities

Enters information into Windows-based fundraising database program and other Windows- based applications in order to process gifts and thank you letters to donors.

Scans and **files** documentation of donor gifts into donor files and other records.

Helps plan and implement special events for the Development Office.

Provides assistance for fundraising activities including set-up and pre-event organization.

Conducts research to enhance fundraising efforts and to support grant applications.

Assists with **assembling** and **distributing** board meeting packets and reports.

Provides assistance as needed with used bookstore volunteers, procedures, sorting and pricing of books and periodic book sales outside of the used bookstore.

Assists with development and maintenance of Friends Foundation web and social media presence.

Helps design and **create** fundraising brochures, advertisements and promotional materials for various media, as well as **prepares** reports.

Executes bulk mailings for the Foundation, including **affixing** labels, **stuffing** envelopes, **sorting** for mailing and **calculating** mailing costs.

Serves as occasional backup receptionist for the Library Business Office.

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 and talk and hear. The employee frequently is required to walk, sit for long periods of time at a computer, and reach with hands and arms. The employee is occasionally required to stand. The employee must occasionally lift boxes, equipment and materials and/or move up to 50 pounds. This position requires the ability to apply up to 50 pounds of force to move or push a book cart. Specific vision abilities required by this job include close vision, color vision, and depth perception.

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 usually 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 work with the public, volunteers, and library staff. Excellent communication skills required in person, over the telephone, and in writing. Ability to understand and follow basic library policies and procedures, written and verbal instructions and to work independently. Ability to work in a team environment to deliver library services. Detail oriented and well organized. Experience with office procedures, standard office equipment, and computers required. Computer experience in a Windows environment required. Experience with social media a plus. Experience with Adobe InDesign a plus.

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.