

CITY OF IOWA CITY - Job Description

Job Class #9975

FLSA Non Exempt
Non Civil Service

Identification

Position Title: Library Aide

Job Title: Business Office Aide

Department: Administrative Services

Division: Library

Immediate Supervisor: Administrative Coordinator

Job Summary

Under immediate supervision, performs work of routine difficulty as clerical assistant in the Business Office. Prepares library mail, orders and stocks supplies, completes administrative tasks including scanning and filing. Works weekday afternoons from 1-5 pm.

Essential Job Duties and Responsibilities

Prepares and **sends** out library mail including postcards, letters, and packages using computerized mailing equipment.

Monitors postage balance in machine and mailing supplies.

Purchases tracking on postage for individual packages as requested.

Monitors office and first aid supplies.

Communicates with staff about supply needs.

Places supply orders online.

Stocks supplies.

Works with Administrative Coordinator on annual supply order and annual calendar order.

Acts as backup receptionist in the absence of permanent Business Office staff.

Responsible for the daily afternoon interdepartmental mail run to the Civic Center including **delivering** the Library's bank deposit to the City Finance department each week.

Posts, organizes, and **maintains** three staff bulletin boards and one public bulletin board with job postings, Library Board agendas, and informational flyers.

Updates the emergency procedure binders at all public services desks when procedures change.

Scans and **saves** leave requests for all library staff.

At the discretion of the Administrative Coordinator, **files** documents and **creates** labels for personnel files.

Creates orientation folders with paperwork and procedures outlined by the Administrative Coordinator.

Creates Library Board of Trustee orientation binders with documents outlined by the Administrative Coordinator.

Maintains and **updates** administrative passwords in Bitwarden for library purchasing accounts.

Assists with database entry as needed.

Assists with digitization of documents and archives as needed.

Monitors email, Teams, and other library correspondence to keep abreast of current library operations.

Follows established policies and procedures regarding the safety and security of the public and 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

Ability to sit, stand, walk, crouch, squat, climb stairs in a library and office setting. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 20 pounds. This position must have the ability to apply up to 30 pounds of force to move or push a cart. Requires manual dexterity and fine motor skills to manipulate materials of various sizes and shapes. Specific vision abilities required by this job include close vision, color vision, and depth perception.

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform 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. Must pass criminal background check.

Preferred Education, Experience and Certification

Experience working in a library, customer service, or related field preferred.

Knowledge, Skills, and Abilities

Ability to follow verbal and written instructions. Ability to understand basic library policies and procedures. Ability to work independently. Experience with office procedures and equipment. Ability to alphabetize and write neatly.

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.