

## CITY OF IOWA CITY - Job Description

Job Class #9976

FLSA Non Exempt  
Non Civil Service

### Identification

**Position Title:** Hourly Library Aide  
**Job Title:** Information Page  
**Department:** Adult Services  
**Division:** Library  
**Immediate Supervisor:** Senior Librarian

### Job Summary

Under general supervision, oversees distribution of study rooms, guest computer passes, and computer peripherals. Sorts and shelves library materials. Performs limited reference searches via microfilm and microfiche readers. Provides basic computer assistance. Retrieves storage items. Assists with photocopier, printing station, and scanner. Directs patrons with information and reference queries to appropriate staff.

### Essential Job Duties and Responsibilities

**Sorts and shelves** various library materials.

**Processes and shelves** newspapers.

**Assists** patrons with computers and library technology; **provides** basic computer help, **sends** faxes, and **guides** patrons through photocopy, printing and Internet login procedures.

**Oversees** lending of materials, equipment and study rooms via the Page Station.

**Distributes** guest computer passes, DVD players, guest print cards and headphones.

**Maintains** positive visual presentation of the Library.

**Assures** displays are filled and appealing to patrons.

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

**Attends** regular staff meetings.

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

**Reports** problem behaviors.

**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.

**Consistently** presents the Iowa City Public Library and its collections, programs and services in a positive manner and **adheres** to customer services procedures and guidelines as established by the library.

**Requires** regular nights and weekend shifts.

**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 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.

While performing the duties of this job, the employee is regularly required to stand, walk, and use hands to finger, handle or feel. The employee frequently is required to reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk or hear. The employee is occasionally required to sit, smell. 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 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 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 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 library's computer software.

*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.*