

CITY OF IOWA CITY - Job Description

Job Class #9978

FLSA Non Exempt
Non Civil Service

Identification

Position Title:	Hourly Library Aide
Job Title:	Collection Services Page
Department:	Collection Services
Division:	Library
Immediate Supervisor:	Collection Services Senior Library Assistant

Job Summary

Under general supervision, processes and mends library materials; assists with library collection maintenance tasks; assists with other Collection Services areas as assigned.

Essential Job Duties and Responsibilities

Processes library materials to prepare for checkout; **creates** spine labels both manually and by computer; **applies** stamps, plastic jackets and other labeling; **repackages** items in cases, bags, etc.

Programs RFID tags with barcode information for check out and check in of materials.

Pulls materials from "new" shelves, **removes** labels, and **changes** location information in the integrated library system (ILS).

Processes withdrawn materials, **sorts** materials for sale, outreach or discard.

Locates, **pulls** and **gathers** high and low use materials for collection development librarians, using ILS generated lists.

Performs minor materials mending including **reboxing**, **taping** torn pages, **preparing** new labels, etc.

Inspects and **identifies** materials for mending using established criteria.

Assists with simple database entry as needed.

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

Attends regular staff meetings.

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.

Understands and **implements** established policies and procedures regarding the safety and security of

customers and fellow staff members.

Reports problem behaviors.

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 move in a library setting. Ability to perform extensive sitting, standing, walking, crouching, squatting, climbing stairs and lifting in a library 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 50 pounds of force to move or push a book cart. Requires manual dexterity and fine motor skills to manipulate materials of various sizes and shapes. Requires ability to work with worn and soiled materials in order to repair or discard them. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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. Experience working in a library or basic knowledge of library arrangement and functions required. Must pass criminal background check

Preferred Education, Experience and Certification

None.

Knowledge, Skills, and Abilities

Ability to follow oral instructions. Ability to follow multi-part and detailed written instructions. Ability to type at least 25 words per minute. Ability to handwrite clearly. Ability to sort and alphabetize library materials. Knowledge of library shelf arrangement. Skills in data entry and data retrieval in computer systems. Some knowledge of library functions and policies.

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.