

CITY OF OMAHA PART-TIME/SEASONAL JOB DESCRIPTION

No. 9795

LIBRARY AIDE

NATURE OF WORK

This work involves assisting customers with computers, pushing cartloads of library materials, bending and stooping to shelve library materials, emptying bins of books, checking materials in and out on database.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Assist with circulation tasks (as assigned by Supervisor)

Handle simple financial transactions with a cash register and/or credit card machine

Search for claim returned items, patron requests, trace/transit lists, and request pull lists

Process reserved library items

Register and renew customer library cards and explain library circulation policies to customers

Collect and check in book drops, sort materials for shelving, and shelve library items

Answer library telephones, respond to basic inquiries, and route calls to appropriate staff and/or departments

Follow special procedures to clean computer monitors, keypads, mice, and other peripherals

Monitor computer stations, printed copies, and computer management software

Manage CASSIE control panel

Assist in computer labs, teach basic computer classes, and/or work with the public one-on-one

Perform front line computer troubleshooting (i.e. help customers with printer jams, printer selection, software functions, free e-mail services, etc.), and report machine problems to

Technology staff

Clean and pick up trash

Set up areas for library programs

Assist with crafts and juvenile programs

Collect gate count

Pull items for weeding

Mend and repair items, clean disks/cases for items, cover items.

Label, cover, and stamp books

Package, meter, and send items by postal mail and/or UPS

Shovel snow and spread grit on ice/snow

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill to keyboard and use a computer

Ability to learn the Dewey Decimal system

Ability to communicate effectively with co-workers and the public

Ability to use and explain basic computer applications to the public

Ability to file books, periodicals, and other library materials

Ability to understand and follow oral and written instructions

Ability to use up to fifty (50) pounds of force up to 33% of the time, up to twenty (20) pounds from 34 to 66% of the time, and up to ten (10) pounds of force from 67 to 100% of the time to move objects.

Ability to stand, walk, and bend from 76 to 100% of the time; reach, stoop, squat, crouch and push from 51 to 75% of the time; and to climb, balance, kneel, crawl, pull and sit up to 25% of the time.

SPECIAL QUALIFICATIONS

Must be able to work varied times, including evenings and weekends.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Computer

Copier

Checkout equipment

Cash register

Credit Card machine

Coin vending equipment

Microfilm reader-printer

Telephone

Paper dye cut equipment (Ellison, AccuCut)

Laminator

Paper cutter