



## City of Irving Job Description

### Library Aide

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Library
<b>Job Code:</b>	27252	<b>Reports To (Job Title):</b>	Library Services Supervisor

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#### **PURPOSE**

Perform routine tasks required to process library materials

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Apply barcodes to new books.
- Apply location labels to new gift materials.
- Apply security strips to new books.
- Unpack interlibrary loan deliveries.
- Count and maintain daily tally of interlibrary loan courier shipments.
- Pick up deliveries from specified locations.
- Deliver materials to specified locations.
- Sort incoming materials from branches to holding areas within Technical Services.
- Sort outgoing deliveries of new materials into tubs.
- Assist with lifting heavy boxes.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Assist Technical Services staff as requested.
- Clean videos as time allows.

#### **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

#### **FINANCIAL / BUDGETARY RESPONSIBILITY**

N/A

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

### **EXPERIENCE**

- This is an entry level position that requires the ability & willingness to come to work on time every day ready to work and willing to follow instructions.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- None

### **KNOWLEDGE OF**

- Basic English language: How to read, write, and speak well enough to follow written or spoken instructions.

### **SKILLS AND ABILITIES IN**

- Operational Accuracy: Paying attention to detail and matching numbers & word sequences correctly. This includes identifying when cover of book does not match title page, and applying labels and security strips neatly and properly.
- Careful Execution: Lifting (and performing similar tasks) safely.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.

## **GUIDANCE RECEIVED**

### **Detailed Instructions and Standardized Procedures**

Follows standard procedures and/or detailed instructions that apply to each task or assignment; situations that cannot be handled under standard operating procedures are referred to a supervisor or more senior position.

## **CONTACTS**

Primarily internal.

## **EQUIPMENT AND PROPERTY**

The employee will use book trucks and dollies. Also, s/he will utilize general office equipment, as well as a barcode dispenser and tools required for applying security strips. Additionally, s/he should expect to operate a computer terminal, keyboard, mouse and barcode scanner, and photocopier.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

In the course of one's duties, one will grasp, lift, hold and handle library books and materials (up to 25 pounds), which includes grasping, handling, and applying stamps and labels. Additionally, the employee will lift boxes and tubs weighing up to 70 pounds, and push/manipulate book trucks weighing up to 400 pounds. S/he will bend, squat, and lift to retrieve or place items on shelves, trucks, and dollies. Also, s/he will open padded envelopes and zippered courier bags. Further, the position involves reading screens of data on computer monitors, and using a keyboard and mouse/track ball.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

Air contaminants, including dust and mold from books and other materials

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.