

# CITY OF BEAVERTON

## Library Aide 1

### General Summary

Perform accurate and timely check-in and shelving of library books and materials for public re-use. Prepare reserved library materials for patron pick up. Open and close the library following established procedures.

### Essential Functions

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Shelf library books and materials in numerical or alphabetical order following established library procedures.
2. Check-in and sort material according to established procedures.
3. Process hold report according to established procedures; troubleshoot as necessary.
4. Unpack courier delivery. Check-in materials and process and shelve holds.
5. Prepare/package materials from other library systems for shipment in the mail or ground courier.
6. Handle and process inter-library loans according to established procedures.
7. Handle and process materials donated to the library following established guidelines.
8. Open and close library following established procedures, and assist with the general appearance and safety of the building.
9. Support the Library volunteer program. Assist with volunteer training, coaching and direction as needed.
10. Participate in department/division/section operational processes including procedure development and implementation.
11. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
12. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
13. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, coworkers and the general public.

14. Participate in the City Emergency Management program including classes, training sessions and emergency events.
15. Follow standards as outlined in the Employee Handbook.
16. Produce an acceptable quantity and quality of work that is completed within established timelines.
17. Support and respect diversity in the workplace.

### **Other Functions**

1. May assist staff at various library service desks. May assist patrons. May train volunteers.
2. Perform related duties of a similar scope and nature.

### **Knowledge Required**

- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Strong knowledge of English grammar, spelling and usage.
- ◆ Working knowledge of the Dewey Decimal System.
- ◆ Working knowledge physical layout of the library.

### **Skills/Abilities Required**

- ◆ Ability to understand written and verbal instructions.
- ◆ Advanced ability to file accurately.
- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to apply excellent internal and external customer service skills.
- ◆ Ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations.
- ◆ Ability to use a keyboard and word-processing, spreadsheet programs or other application software as required for position.
- ◆ Strong ability to use general office equipment including typewriter, adding machine and copier.

### **Minimum Qualifications Required for Entry**

High School diploma or GED and experience enabling the incumbent to perform the essential functions of the position.

## Licensing/Special Requirements

- ◆ Some positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

## Working Conditions

Regular daily focus on a computer screen; precise control of fingers and hand movements; daily use of a keyboard or similar device; occasional dealing with distraught or difficult individuals; constant stooping, bending, reaching and standing for 30 minutes at a time; constant crouching, crawling, bending and kneeling to shelve and retrieve materials from low shelves; constant lifting of boxes of books between 20 and 50 pounds; frequent lifting of materials above the head and from ground level; use step stool to reach high shelves; frequent pushing and maneuvering book carts and performing repetitive physical tasks for a prolonged period of time; regular evening, weekend and holiday work; occasional operation of a motor vehicle on public roads.

## Classification History

As of 10/97: Library Aide 1

Revised: 11/07

New class specification title 1/98: Library Aide 1

Revised: 3/05

Revised: 1/1/09

Status: SEIU

FLSA: Non-exempt

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Department Head Signature

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Human Resources Signature

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Date

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Date