

LIBRARY AIDE I
JOB DESCRIPTION

SUMMARY: Under the general direction and supervision of the Library Director, the Library Aide is responsible, for greeting patrons and assisting them with their various library needs from circulation of material and providing information to working in the Café and assisting customers with their orders.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Assist in the circulation of library material.
2. Assist in entering new borrower information and the review of existing borrower information.
3. Assist the public with faxing, copying, and scanning.
4. Assign computers to patrons and assist patrons with computer questions.
5. Assist with meeting room reservations.
6. Shelve and shelf read material based on the Dewey Decimal system and local call numbers.
7. Guide patrons on the access of information through the local catalog, databases, and websites.
8. Compiling daily statistics.
9. Prepare monthly statistical reports and annual departmental reports for interlibrary loan, circulation, and café.
10. Plan, coordinate, develop, and oversee interlibrary loan operations.
11. Maintain the local ILL and statewide ShareIT automated library system, making sure to follow established network policies and procedures.
12. Keep detailed records using spreadsheets and in-house bindery procedures.
13. Supervise the processing and preparing books for loan.
14. Perform basic barista duties by preparing food and beverages to standard recipes or customized for customers in the Café.
15. Maintain café with daily, weekly, and monthly cleaning and restocking.
16. Supervise and maintain weekly, monthly, and quarterly inventory of café supplies, alerting Library Administration when restocking is needed.
17. Follow operating policies and standards, including wearing appropriate barista accessories.
18. Engage with and understand café customers, including listening and responding to individual customers.
19. Ability to understand and carry out oral and written instructions and request clarification when needed.
20. Must collect fines and café sales and be able to handle cash flow and accountability on a daily basis.
21. Assist in the daily and weekly maintenance of the library.
22. Assist at both library and city-wide events.
23. Assist with holiday and special event décor and preparations.

EDUCATION AND/OR EXPERIENCE:

1. Requires a minimum of a High School Diploma or GED.
2. Job requires a current, valid Texas Class C driver's license.
3. Standard pre-employment screening and background clearance is required.
4. A minimum of one year in related work experience is preferred.
5. Experience with cash registers and money handling is preferred.
6. Food handling license is preferred.

7. English and Spanish bilingual communication skills are not required but preferred.
8. Must have working knowledge of common computer applications and use of the Internet.
9. Must have clear, concise oral and written communication skills.
10. Must exemplify professional employee characteristics exhibiting ethical standards, punctuality, excellent attendance, a strong work ethic and a courteous, conscientious and generally businesslike manner in the workplace.
11. Must be able to meet departmental goals and objectives, job responsibilities and essential job duties.

PHYSICAL REQUIREMENTS

Performs light to medium work that involves walking, standing, lifting and pushing 20 -50 pounds, squatting, bending and stretching most of the time. Adeptness and speed in the use of fingers, hands or limbs due to repetitive operation of electronic office machines, café equipment and typing. Will occasionally work in an outdoor environment and be exposed to extreme heat or cold temperatures.

ADDITIONAL INFORMATION:

1. Job requires working evenings and weekends.

This job description illustrates typical job duties and type of work that is customarily assigned and performed in this position. However, this job description does not represent every aspect of the job nor does it guarantee permanent employment, as all positions with the City of Mercedes are employment at will positions. Job descriptions are subject to periodic update. Immediate modifications may be made to include corrections on standard wages or salaries if necessary. The City reserves the right to change work assignments, work schedules and other aspects of a job. Official job descriptions are maintained and available from the Human Resources Department. The City of Mercedes is an Equal Employment Opportunity Employer