

CITY OF MISSION JOB DESCRIPTION

JOB TITLE: LIBRARY AIDE – MULTI-TASK
DEPARTMENT: LIBRARY
SUPERVISOR’S TITLE: LIBRARY SUPERVISOR OR DESIGNEE
CLASSIFICATION: NON-EXEMPT

I. JOB SUMMARY:

This is a regular part-time (typically 30 hours/week) or full-time (40 hours/week) position. Individuals may work day and/or evening weekend shifts. Individuals in this Job Title perform multiple tasks in the library environment...including all those tasks typically shown in the Job Description classes as Library Clerks, Shelves, and Custodians. Job Descriptions for these specific classes are incorporated into this Job Description. Position requires daily contact with the public. The Day and Evening/Weekend Supervising Librarian or Designee will determine which assigned tasks are to be performed by each individual and the order that they are to be performed. Individuals hired into this position will be required to pass the more stringent “shelver/custodian” physical exam and are expected to perform higher/lower physical task requirements 50/10 minutes/hour. Current employees who have not passed the higher physical exam will be expected to perform 40/20 higher/lower tasks.

These positions require substantial physical activity and the knowledge and foresight necessary to perform these and related tasks safely. Individual must have a sincere desire to help patrons meet their needs. The individual is not required to be on call or to work on a shift, however this individual may be required to work evenings/nights and weekends. Performs other duties as delegated or assigned by Supervisor or designee.

II. EDUCATION REQUIREMENTS:

- High school graduate/GED or equivalent in experience is required.
- Some experience/expertise in library functions and activities is expected and preferred.
- Bilingual preferred, but not required.
- Basic typing, filing and knowledge of office procedures.
- General and some specialized knowledge of library procedures.

III. EMPLOYMENT REQUIREMENTS:

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City’s expense.
- Applicant must have a neat and professional appearance.

IV. SKILL AND ABILITY REQUIREMENTS:

- Ability to follow a firm work schedule as directed by supervisor.
- Ability to follow instructions orally or in written form and perform tasks with little or no supervision.
- Ability to perform work that is routine and detailed.
- Ability to speak and write clearly and accurately (to include correct spelling).
- Ability to frequently lift heavy objects safely over an extended period of time.
- Ability to accurately file library material numerically and alphabetically.
- Ability to assemble shelves, furniture and equipment.
- Ability to perform job with special attention to good public relations, safety, courtesy and professionalism.
- Ability to establish and maintain effective working relationship with the general public, supervisor, and co-workers.
- Ability to perform a wide variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to communicate effectively in English both orally and in writing.
- Ability to communicate effectively in Spanish a plus.
- Ability to make decisions based on available data/criteria, laws, and regulations, or city policy.
- Ability to handle special projects of diverse nature as assigned.
- Ability to read and interpret documents such as safety rules and city policy procedures.

V. EQUIPMENT/MATERIALS: General office and safety equipment/materials to included but not limited to the following:

- Computers - Typewriter - Software Programs - Telephones
- Books - CD/DVD's - Dollies - Lifts
- Hand trucks - Ladders - Book trucks - VHS tapes
- Library Materials - Internet - Magazines - Keyboards
- Computer mouse - Printers - Pens, pencils, highlighters - Stapler, rulers
- On-line reference tools - Library reference and circulating material collections
- Cleaning supplies and small tools. - Mop, broom, hammer, vacuum, extractor, etc.
- Policy & procedure handbook

VI. ESSENTIAL JOB FUNCTIONS:

- Assists patrons of the City's Library in accessing and obtaining information and library materials.
- Follows all library rules, policies and procedures.
- Shelves/files moves/shifts library material accurately and safely on a daily basis
- Answers patron telephone calls and provides verbal assistance in reference to library materials.
- Boxes and sorts donations from patrons.
- Inputs/checks/verifies/ and creates bibliographic information.
- Repairs and processes library materials.
- Sets up and operates library equipment, computers, and media/software.

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- Answers patron telephone calls and provides verbal assistance in reference to library materials.
- Boxes and sorts donations from patrons.
- Assists patrons unload material donated to the library from their vehicles.
- Assists in maintaining discipline in the library and on library grounds.
- Records statistics and prepares reports.
- Has a sincere desire to help patrons meet their needs.
- Basic typing, filing and knowledge of office procedures.
- Checks books in and out of the library.
- Assists in providing a safe and secure environment for library patrons and staff.
- Lifts heavy objects over extended periods of time.
- Clean library shelves, desks, restrooms, windows, walls, floors, and work areas.
- Vacuums carpet throughout the library.
- Washes windows, mops floors, and cleans windows.
- Picks up books left throughout the Library.
- Dusts shelving and offices throughout the Library.
- Dusts behind, around and under computers and monitors.
- Sets up community room, moves furniture and files.
- Shifts books and other library material as required.
- Lay cable for computer network.
- Pickup trash in and outside of the library.

VII. NON-ESSENTIAL JOB FUNCTIONS:

- Replace burned out fluorescent lights.

VIII. WORK ENVIRONMENT:

Exposure to the following environmental conditions are required for this job. The majority of time the individual works indoors in a well-lighted, air-conditioned environment. Job hazards are low and include normal hazards associated with working in an office environment as well as specific hazards involved with installation, maintenance, and use of library materials, stacks, electrical (ex.: computer networks, audio/video players, 16mm projector) and mechanical (example: book trucks) equipment.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Extreme Noise	X			

IX. MANUAL DEXTERITY:

Employee will utilize both fine and gross hand movements 80%-100% of the workday. Fine manual dexterity utilized while typing, writing and filing. Gross hand movements are utilized to answer the telephone, use pencils and pens to write, grip boxes, sacks, equipment and books requiring moderate to heavy force exertion.

X. PHYSICAL DEMAND ANALYSIS:

MATERIAL HANDLING ACTIVITIES

Tasks	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	C	80% of the work day is lifting a book or a stack of books.
	6-10 lbs	F	40% of the work day is lifting a stack of books.
	11-20 lbs	O	20% of the work day is lifting boxes of books and materials donated to the library.
	21-25 lbs	O	25 % of the work day is lifting boxes of material or audiovisual equipment.
	26-50 lbs	O	25% of the work day is lifting boxes of books and materials.
	51-75 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.
	76-100 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.
	Over 100 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.
	CARRYING	Up to 5 lbs	C
6-10 lbs		F	40% of the work day is shelving books.
11-20 lbs		O	20% of the work day is carrying a stack of books while shelving.
21-25 lbs		O	25% of the work day is carrying a stack of books while shelving.
26-50 lbs		O	25% of the work day is carrying a stack of books while shelving.
51-75 lbs		O	See attached Lifting, Carrying, and Push/Pulling Notice.
76-100 lbs		O	See attached Lifting, Carrying, and Push/Pulling Notice.
Over 100 lbs		O	See attached Lifting, Carrying, and Push/Pulling Notice.
PUSH/PULLING			Push/pulling of weight ranges listed below occurs over carpeted floors a distance of up to 50' requiring employee to utilize moderate to heavy force exertion.
	Up to 5 lbs	O	Less than 5% of the work day is pushing/pulling a book truck
	6-10 lbs	O	Less than 5% of the work day is pushing/pulling a book truck
	11-20 lbs	O	Less than 5% of the work day is pushing/pulling a book truck
	21-25 lbs	O	Less than 25% of the work day is pushing/pulling a book truck
	26-50 lbs	O	Less than 25% of the work day is pushing/pulling a book truck
	51-75 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.
	76-100 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.
	Over 100 lbs	O	See attached Lifting, Carrying, and Push/Pulling Notice.

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	O	25%-30% of the work day. Employee will engage in this activity to shelve books on higher shelves.
BALANCING	F	Balancing to clean upper library shelves.
STOOPING (bending at waist)	F	Up to 50% of the work day. To shelve books, clean areas.
KNEELING (one or both knees)	F	Up to 50% of the work day. Shelve books, donations and magazines.
CROUCHING (bending at hips/knees)	F	Up to 40% of the work day. Shelving and looking for books requested by patrons
CRAWLING	O	5-10% of the work day. Pulling cable, cleaning bathrooms
REACHING	C	80-100% of the work day. Shelving books at below waist level, waist level and above shoulder and head level.
TWISTING/TURNING (rotation)	C	80-100% of the work day. Employee will turn up to 180 degrees during shelving of materials and while checking out books.
HANDLING (manipulated objects)	C	Working with trash cans, dispensers, and electric tools.
FINGERING (finger dexterity)	C	Using soldering iron, electric drill, and a skill saw and cleaning trash cans, dispensers, bathrooms, and dusting.
STANDING	F	Working with trash cans, dispensers, and electric tools.
WALKING	F	Working with trash cans, dispensers, and electric tools.
GRASPING (whole hand activities)	F	Using mop, industrial vacuum, and broom
Talking (ordinary talking)	C	40-50% of the work day. Talking to staff and public.
Hearing (conversation w/others)	C	40-50% of the work day. While working with staff and patrons.
Seeing-focusing, near (within 20 inches)	C	80-100% of the work day. While employees reads general library material.
Seeing-focusing, far	C	80-100% of the work day. Observing patrons within library to monitor to monitor proper service and management of facility.

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LIFTING, CARRYING, PUSHING, AND PULLING NOTICE

Everyone should be familiar with proper lifting, carrying, pushing, and pulling techniques. If you are not, have your supervisor explain these to you. We also have videos that show how to safely lift, carry, and push or pull items.

Because of the type of material we deal with in the library environment (which includes boxes of books, magazines, etc.) there may be times when you are asked or feel you are required to lift, carry, push or pull an item of a weight in excess of 50 lbs.

What do you do to protect yourself from lifting, carrying, or pushing/pulling more than you can safely handle?

Identify the Risk

Know your own limitations, be able to recognize items which are beyond your capacity to lift, carry, push or pull safely.

DO NOT LIFT, CARRY, PUSH, or PULL THESE ITEMS

Communicate the Risk

Tell your supervisor if you ever feel that you need help in lifting, carrying, pushing, or pulling an item.

DO NOT LIFT, CARRY, PUSH, or PULL THE ITEM WITHOUT ADEQUATE HELP

If something must be Moved, Lifted, Carried, Pushed, or Pulled

It is our policy that you will NOT be asked to lift, carry, push, or pull items which appear to be beyond your capacity to lift safely. If you are asked to do so, then:

- Tell the individual asking you to do so that you need help in lifting, carrying, pushing, or pulling the item.
- Get adequate help.

**DO NOT LIFT, CARRY, PUSH, or PULL THESE ITEMS
WITHOUT ADEQUATE HELP**