



Office of Human Resources
Library Aide - LG2888
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General Statement of Duties

Assists the Library staff with a variety of day-to-day library operations such as shelving, inventory, organizing library events, and program setups and displays.

Distinguishing Characteristics

The Library Aide is distinguished from the Office Occupations Trainee class, which performs as a trainee level work in the performance of routine clerical duties for the maximum time served of one year. This class is also distinguished from the Recreation Aide class, which performs clerical and custodial work in the operation and maintenance of a recreation facility or golf course.

Level of Supervision Exercised

None

Essential Duties

Assists with setting up program/event areas including setting up and taking down tables and other library related activities, materials/equipment and helping presenter with their setups.

Ensures all program attendees sign in to attend the program/event. Assists program leads and children with activities.

Assists the Library staff with their tasks needed while program is in session. Assists with general library tasks as needed.

Assists with publicizing, organizing, and implementing events/activities as well as clean up tasks.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Listening - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Speaking - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.

Knowledge & Skills

Skill in performing basic office duties.

Skill in utilizing the computer to complete basic tasks.

Education Requirement

None

Experience Requirement

None

Education & Experience Equivalency

None

Licensure & Certification

Must be at least 14 years of age at the time of application.

Working Environment

For DPL Positions Specifically:

Potential exposure to infections and contagious diseases.
Subject to varying and unpredictable situations.
Subject to many interruptions.
Pressure due to multiple calls and inquiries.
Handles absentee replacement on short notice.
Handles emergency or crisis situations.
Personal Safety: aware of surroundings, people, and events.

Level of Physical Demand

For DPL Positions Specifically:
2-Light (10-20 lbs.) to 4-Heavy (50-100 lbs.)

Physical Demands

For DPL Positions Specifically:

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: Remaining in a stationary position.
Reaching: Extending the hands, arms, or other device in any direction.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Fingering: Picking and pinching, through use of fingers or otherwise.
Talking: Communicating ideas or exchanging information.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Repetitive Motions: Making frequent or continuous movements.
Eye/hand/foot coordination: Performing work through using two or more body parts or other devices.
Walking: Ability to move or traverse from one location to another.
Carrying: Transporting or moving an object.
Pushing: Exerting force upon on object so that it moves away from the person.

Pulling: Exerting force upon an object so that it is moving to the person.

Balancing: Maintaining equilibrium.

Stooping: Positioning oneself low to the ground.

Kneeling: Assuming a lowered position.

Crouching: Positioning body downward and forward.

Lifting: By Position, may move objects 10-20 pounds, 20-50 pounds, or 50-100 pounds from one level to another.

Standing: Remaining in a stationary position.

Written Comprehension: Ability to discern the meaning of written words.

Neck Flexion: Perceiving objects located above or below.

Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.

Kneeling: Assuming a lowered position.

Background Check Requirement

Criminal Check

Assessment Requirement

None

Probation Period

None

Class Detail

Pay Grade: Z-117

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: