



City of Umatilla

Job Title:	Part-Time Library Aide	Job Category:	Non-Union; Non-Exempt
Department/ Group:	Finance & Administrative Services	Pay Grade:	Grade B Resolution 33-2023
Location:	Umatilla Library	Reports to:	Library Director
HR Contact:	Jonathan Egan	Position Type:	Part Time, up to 19 hours per week
Supervision:	Received: Works under the direction of the Library Director and Full Time Library Aide.		
Minimum Qualifications:			
<ul style="list-style-type: none"> • High School Diploma or GED • Customer service and cash handling experience preferred. • Knowledge of computers and common software operation. • Must pass a background check and be bondable. • Must be at least 18 years of age. • Must have a valid driver's license. • Bilingual (Spanish) strongly preferred. 			
Job Description			
GENERAL PURPOSE			
Under general direction of the Library Director, performs customer service, clerical and other library work as required. Library Aides will also develop and implement ways to engage a target audience (children, teens, adults, etc.) as directed by the Library Director.			
ESSENTIAL DUTIES AND RESPONSIBILITIES			
CUSTOMER SERVICE:			
<ul style="list-style-type: none"> • Assists patrons in applying for library membership. Processes membership applications and issues library cards. • Performs customer service both in person and via telephone in a friendly and professional manner. • Assists patrons with read-reference questions and reader advisory, bibliographic instruction and database searching. • Assists patrons with mechanical operations of library equipment • Answers directional questions and refers patrons to appropriate personnel. • Communicate library policies and procedures effectively. • Drive library vehicle to enable all community members access to library resources. 			
CLERICAL SUPPORT			
<ul style="list-style-type: none"> • Performs circulation desk procedures, such as checking in and checking out materials, registering patrons and collecting fines. • Check in deliveries of interlibrary loan materials. • Processes, withdraws, repairs, or reconditions library materials. 			

- Shelves library materials.
- Assists with library programs and displays.
- Assists with the design of promotional materials related to library programming.
- Performs other related work as required.

ENGAGEMENT:

- Develop and implement engagement opportunities for assigned target audience.
- Create and distribute promotional material and advertisements.
- Connect and partner with community organizations and businesses.

This list is illustrative only and not intended to specify every duty and job responsibility.

PREFERRED SKILLS

ABILITY TO:

- Provide customer service to a wide variety of personality types in a friendly and professional manner.
- Comprehend and follow instructions; verbally and in written form.
- Read; ability to effectively read and understand information contained in memoranda, reports and bulletins, etc.
- Communicate; ability to effectively communicate ideas and information both in written and oral form.
- Create promotional materials and advertisements.
- Operate basic office equipment.
- Drive library vehicle.

TOOLS AND EQUIPMENT

Use of computer, multi-line phone, fax, copier and other basic office equipment.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Job requirements may include, but are not limited to the following.

Frequent: Standing, Walking, Driving, lifting and carrying up to 50 lbs, pushing and pulling up to 20 lbs, bending, twisting, crouching, kneeling, climbing ladders, reaching forward, reaching above shoulder, using arms, wrists, and hands.

Occasional: Sitting, pushing and pulling up to 50 lbs, crawling, climbing stairs, and squeezing.

Rarely: lifting or carrying up to 75 lbs, pushing and pulling up to 100 lbs, and operating foot controls


The position requires mobility. Duties involve moving materials on a regular basis, manual dexterity and coordination are required more than 50% of the work period while operating equipment such as a computer keyboard, a telephone, fax, calculator, and other similar office machines.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Usual office working environment. This role routinely uses standard office equipment such as computers, phones, adding machines, copy machines, filing cabinets and fax machines. The noise level in the work environment is typical of most open office environments. Occasional work on evenings and weekends.

Reviewed By:	Susana Sotelo	Date:	March 12, 2024
Approved By:	David Stockdale	Date:	March 13, 2024
Last Updated By:	Jonathan Egan	Date:	March 12, 2024


David Stockdale
City Manager

