

HEWITT TEXAS

Job Title: Library Aide
Department: Library
Location: Hewitt Public Library
Reports to: Library Supervisor
Date: 3/2/2018

Grade: 8	Type of Position: <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Safety Sensitive: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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<p>Job Summary: Under the general supervision of the Library Supervisor, the Library Aide performs general tasks involved with duties assigned at the circulation desk.</p>
<p>Essential Functions: Provide customer service at the computer desk through greeting patrons. Circulate library computers. Assist in repairing books with broken binding or ripped pages. Maintain a clean work station.</p> <p>Perform other related duties as assigned. Regular and consistent attendance for the assigned work hours is essential. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>
<p>Competencies: Knowledge and keen interest in books and information; ability to communicate effectively and courteously with patrons; Must be able to hear, comprehend and respond to library patrons. Must have visual ability to see computer screens. Requires good hand dexterity for computer. Requires mental alertness, focus, and attention to details. Ability to learn the Dewey Decimal Classification system.</p>
<p>Required Education, Experience, and Qualifications: A High School Diploma, GED, or must be enrolled in High School at time of hire. Minimum age requirement is 16 years old. A valid Texas class C Drivers License.</p>
<p>Preferred Education, Experience, and Qualifications: N/A</p>

Physical Requirements:

Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

Sedentary <input type="checkbox"/>	Light <input checked="" type="checkbox"/>	Medium <input type="checkbox"/>	Heavy <input type="checkbox"/>	Very Heavy <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

An incumbent in this position typically sits for extended periods of time. Other physical requirements may include standing, stooping, bending, twisting, or otherwise moving around the facility to assist patrons.

Machines, Tools, and Equipment: Equipment utilized includes a personal computer.

Expected Hours of Work: Must be able to work varied schedules that may include evenings and weekends.

Work Conditions/Environmental Factors: The essential functions of this position are performed in an indoor office setting at the library, in a frequently dusty atmosphere with potential exposure to airborne pathogens. Occasional exposure to the outdoors for library programs and activities.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice

Employee Print Name: _____ Date: _____

Employee Signature: _____