



## CITY OF LARKSPUR PART-TIME HOURLY WORKER

*This is a part-time hourly, at-will position. Part-Time Hourly employees do not receive benefits, except as required by law*

### **ASSIGNMENT: LIBRARY AIDE**

**Up to \$23.00 per hour**

**Maximum of 960 Hours Per Year**

#### **DEFINITION**

Under direction, part-time hourly workers in this assignment perform basic library clerical, technical and customer service work, and related assignments as required. Employees in this category do not receive any benefits except as required by law.

#### **DISTINGUISHING CHARACTERISTICS**

Library Aide responsibilities include both patron support and basic administrative support services.

#### **SUPERVISION RECEIVED AND EXERCISED**

The Library Aide reports to supervisor as assigned, and receives guidance from Library staff members. There are no direct reports.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES** *(Include but are not limited to the following:)*

Under direction, workers in this assignment provide superb customer service support at the Larkspur Library by greeting patrons, checking books in and out, answering basic questions regarding library services and operations over the phone and in person, and other duties as assigned. The Library Aide may also perform various routine and repetitive tasks relating to the maintenance of the library collection. May be asked to assist Circulation staff and assist in a variety of special projects and services as needed.

#### **REQUIREMENTS**

**Knowledge of:** Modern office and record-keeping procedures; use of office equipment and technology; numerical and alphabetical filing; basic mathematical principles.

**Skill in and Ability to:** Communicate and interact effectively and cooperatively with employees and library users of all ages; work under pressure of heavy service demands; be flexible in work scheduling; work as part of a team; remain calm and handle situations with tact and firmness when dealing with difficult situations and difficult people. Must be able to speak, read, write, understand and communicate effectively using the English language.

**EDUCATION AND/OR EXPERIENCE**

This assignment requires sufficient experience and education to demonstrate the knowledge and skills listed and to perform the essential duties as required. A typical way of obtaining the required qualifications is through possession of a High School Degree or General Education Degree.

**PHYSICAL WORKING CONDITIONS:**

This assignment requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The employee will occasionally be required to climb, balance or crawl. While performing the duties of this job, the employee is regularly exposed to video display terminals. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Acute hearing is required when providing phone and personal service. The employee must regularly lift and/or move up to 15 pounds and occasionally lift and/or move or push up to 40 pounds. The employee may be exposed to dust and infectious organisms.

**OTHER:**

*FLSA Status: Non-exempt*  
*Approved by: City Manager Dan Schwarz*  
*Date: Under Review*