

Fallon County Job Description

Fallon County is committed to affirmative recruitment and diversity in employment opportunity. It is the policy of Fallon County to provide equal opportunity to all persons seeking or having access to its employment, services and activities, which is free from restriction based on race, color, religion, national origin, age, gender, marital status, veteran status, sexual orientation or disability. Applicants with disabilities who need accommodation with the application or selection process should contact Fallon County Human Resources.

Job Title: Library Aide

Department: Library

Location: Baker, Montana

Job Status: Part Time, Non-Exempt

Reports to: Director of Library Services

Fallon County Library exists to provide free access to meet the information needs of our community, to enrich, entertain and inspire, to help people learn new skills, better their education, improve literacy, and to increase social awareness and community involvement.

This position will have unsupervised contact with the children and is subject to a pre-employment criminal background check. Convictions of offenses involving children and/or other related offenses may preclude employment.

May use a county owned motor vehicle and is subject to a motor vehicle driving history review. In accordance with Fallon County policy, will serve a mandatory six (6) month probationary period.

Job Overview:

This position performs a variety of activities which promote and support the use of library resources. Interacts with patrons providing the highest level of customer service in identifying or locating materials in the collection as well as the process of checking library materials in and out. Sorts books, publications and other items according to classification code and returns them to shelves, files, or other designated storage areas. Delivers high quality library programs and services to the community.

Essential Functions:

Patron Service - Assists patrons in identifying or locating materials in the collection in a courteous and expedient manner. Conducts searches for books via computer programs; gives tours of the library to help familiarize patrons with the layout. Registers new patrons and issues library cards. Checks materials in and out using Workflows. Answers telephone calls and provides information or otherwise assists or refers patrons as appropriate. Promotes library programs and services such as Open Access, Summer Reading Program and Story Time. Participates in the planning and organization of the Summer Reading Program and Story Time, reads to children and helps with crafts. Assists patrons with computers including printing documents. Maintains order of the library to ensure all patrons are able to enjoy various services and programs. Processes interlibrary loan requests. Completes faxes and document scans. Reviews records to compile lists of overdue books and issues overdue notices to borrowers. Reserves library conference room for various meetings. Tracks daily attendance. Maintains highest level of confidentiality throughout all library services.

Collection Maintenance - Performs routine maintenance on books and other materials, reviews books, periodicals, and collections which are outdated or not used, and coordinates removal and disposition. Sorts and accurately shelves library materials. Assists the Director with cataloging and weeding the collection; advises the Director of the need to replace high circulation titles in poor condition. Processes new books and gift materials. Searches for overdue and missing library materials. Prepares DVD's for cataloging. Maintains the general order and appearance of the Library by straightening shelves and clearing tables.

Special Projects – Participates in various projects including the Montana Memory Project, Genealogy Project and Facebook. These projects involve scanning and editing photos using ContentDM; conducting research via the Fallon County Times and edit content for accuracy; maintaining and updating the library Facebook page with events and programming.

Competencies:

Accountability, Active Learning, Active Listening, Adaptability, Attention to Detail, Commitment, Computer Skills, Dependable, Flexibility, Initiative, Integrity, Interpersonal, Library, Organization, Oral Comprehension, Oral and Written Expression, Problem Solving, Professionalism, Reading Comprehension, Service Orientation, Social Perceptiveness, Continuing Education and Teamwork:

This position requires knowledge of library systems and library technology. Enthusiasm for books and libraries. Understanding of implications of new information for both current and future problem-solving and decision-making. Ability to relate to variety of ages, ranging from small children to elderly. Possess excellent customer service and interpersonal skills to resolve questions and concerns using good judgment and discretion. Actively seeks ways to help people. Respond calmly and effectively to stressful situations. Must listen actively to ensure effective and correct communication; able to interact with variety of personalities. Adapt to changing work routines and demands. Awareness of others' reactions and ability to understand reactions.

Apply independent initiative, discretion, judgment and organization skills to a variety of project, assignments and situations. Listen to and understand information and ideas presented through spoken words and sentences. Communicate information and ideas in speaking so others will understand; explain rules and procedures clearly to the public. Requires ability to communicate verbally and to prepare correspondence. Requires skills in organizing and prioritizing work. Basic computer skills including Internet, Word and Excel.

This position requires the ability to earn continuing education credits within time format determined by the Director; this may involve traveling to workshops and conferences.

Minimum Qualifications:

The above knowledge, skills, and abilities are typically acquired through a high school diploma or equivalent. Must be eighteen (18) years of age. A minimum of one (1) year experience with Microsoft Word and Excel is required. Previous experience working in library setting is preferred. Must be able to complete the Montana Certification Program for Library Staff within one (1) year of employment. Must possess or be able to obtain a valid Montana driver license.

Salary Schedule:

The starting wage for this position is \$12.00 per hour. This position will serve a mandatory six (6) month probationary period; the County may terminate employment or extend the probationary period up to one (1) year if job performance is not meeting the position expectations. After successful completion of the probationary period and gaining permanent employment status, the wage will increase to \$12.50 per hour. Following an additional six (6) month period as a permanent employee, the wage will increase to \$13.00 per hour.

Hours of Work:

This part-time position that will work twenty (20) hours per week, generally 1:00 p.m. to 5:00 p.m. Shifts may vary to meet the needs of the Department.

Physical and Environmental Demands:

While performing the essential functions of this position, frequently required to sit, stand, walk on uneven surfaces, use hands and fingers, climb or balance, reach with hands and arms, stoop, kneel, crouch, crawl, speak and hear. May be required to climb or balance and stoop, kneel, crouch or crawl. May be required to lift up to twenty-five (25) pounds. Specific vision abilities include close vision, distance vision, and depth perception.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully; employees are routinely required to address emerging employer requirements in alignment with individual work units and assignments of jobs which may result in additional or a change in duties/functions not identified. This job description does not constitute an employment agreement between the employer and employee; it is subject to change by the employer as the needs of the employer change.