

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 Human Resources.

Job Title: Seasonal Library Aide	Department: Library
Reports to: Director of Library Services	Job Status: Seasonal, Non-exempt
Location: Baker, Montana	Probationary Period: Six (6) months

Job Overview

This position performs a variety of activities which promote and support use of library resources. Interacts with patrons aiding in identifying or locating materials in the collection, checks library resources in and out. Sorts books, publications and other items according to classification code and returns them to shelves, files or other designated storage areas.

Essential Functions

Patron Service - Assists patrons in identifying or locating materials in the collection; searches for books via computer, gives tours of the library to help familiarize patrons with the layout. Registers new patrons via software system and issues library cards. Checks materials in and out using library specific software program (Workflows). Answers telephone calls and greets patrons, providing information and assistance as appropriate. Promotes library programs and services. Participates in Summer Reading Program and other library activities, reads to children and helps with crafts. Maintains order of the library to ensure all patrons can enjoy various services and programs by explaining and enforcing library rules. Assists patrons with computers, fax machine, copier and printing documents. Reserves library conference room for various meetings. Tracks daily attendance via a tally system. Refers requests for user information to the Director; maintains confidentiality of records.

Collection Maintenance - Sorts and accurately shelves library materials. Alerts the Director of the need to replace high circulation titles in poor condition. Searches for overdue and missing library materials. Maintains the general order and appearance of the Library by straightening shelves and clearing tables.

Competencies

The knowledge, skills, abilities and other characteristics to perform this work include but are not necessarily limited to: *Assertiveness, Commitment, Computer Skills, Dependability, Flexibility, Initiative, Integrity, Interpersonal Relationships, Library Functions, Organization, Oral Comprehension, Oral and Written Expression, Problem Solving, Professionalism, Reading Comprehension, Service Orientation, Social Perceptiveness and Teamwork.*

This position requires knowledge of library systems and library technology as well as enthusiasm for books and libraries. 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 sound judgment and discretion. Actively seeks ways to help people. Ability to 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 projects, 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 the ability to communicate verbally. Ability to utilize computers and programs, including Internet, Word and Excel.

Safety

Safety is a primary duty and a personal responsibility. County employees are responsible for reading, understanding and following safety rules and procedures as identified within County Policy, our Safety Program as well as at each department/work location/JSA. This position is responsible for wearing PPE as identified in the JSA or when working in areas where there is danger of injury. Responsible for wearing suitable work clothes as determined by the Director of Library Services. Reports all injuries, hazards and/or near misses utilizing established reporting forms and procedures. Knows the location of first aid kits, fire extinguishers and other safety devices. Attends all safety meetings including annual training. This position will not perform potentially hazardous tasks or use any hazardous material until properly trained.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This position performs work in the Fallon County Library.

Required Education and Experience

Must be a minimum of sixteen (16) years of age; either enrolled in high school or has obtained a high school diploma or equivalent.

Preferred Education and Experience

Previous experience and/or coursework with Microsoft Office.

Additional Eligibility Qualifications

Must possess a valid Driver License. This work may involve unsupervised contact with juveniles and is subject to a pre-employment criminal background review.

Salary Schedule

The starting wage for this position is \$12.00 per hour. Experienced and returning seasonal aides will be paid on the following schedule:

2nd Year: \$13.25 per hour

3rd Year: \$14.50 per hour

4th Year: \$16.00 per hour

Position Type/Hours of Work:

This seasonal position will work thirty-five (35) hours per week, May 26th through the summer (with flexibility to accommodate schedules), 9:00 a.m. to 5:00 p.m., five (5) days per week with a one-hour lunch period.

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.

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