

JOB ANNOUNCEMENT

Job Title: **LIBRARY AIDE**
Hours Worked: 300 hrs. Annually
Pay Rate: Minimum Wage

Location: Lyons Public Library
279 8th St, Lyons, OR
Application Deadline: 06/19/23, 4pm

Obtain Applications at:

Lyons City Hall
449 5th St, Lyons OR 97358
Online: www.cityoflyons.org

Submit applications to:

Lyons City Hall
449 5th St, Lyons OR 97358
cityoflyons@wavecable.com

Need more information? Contact Roxy at (503)859-2366 r.wilcox@cityoflyons.org

JOB DESCRIPTION

General Statement of Duties: Under direction of the Librarian, implements policies and procedures as established by the Librarian, City Manager, Library Public Library Board, and Lyons City Council. Assists in the general operations and functions of the library. Performs the duties of the Librarian &/or Assistant Librarian in their absence.

Distinguishing Features of the Classification: Carries out the duties of the Librarian/Assistant Librarian in their absence, including the performance of all duties and responsibilities, when needed. Works primarily with the public.

Supervision Received: Work is performed under the direct supervision of the Librarian.

Supervision Exercised: Exercises supervision over Library activities including volunteers in the absence of the Librarian and Assistant Librarian.

Principal Duties and Responsibilities:

1. Assists library patrons seeking information or making use of the library facilities, checks materials in and out, issues renewals, and holdings of materials on request, answer questions, assisting with research and referrals, registers patrons, accepts donations and collects fines and fees when applicable.
2. Maintains, classifies, and catalogs library equipment and materials, including preparation of materials; and assists with weeding the collection under the direction of the Librarian.
3. May be assigned additional tasks, such as light cleaning of the library, or other tasks as directed by the Librarian.
4. Attends meetings and training as a representative of the library at Chemeketa Cooperative Regional Library Service, if needed.

Knowledge, Skills, and Abilities: Knowledge of: principles and practices of modern library systems and programs; library collection classification and selection techniques; equipment and facilities required in a comprehensive library system; community library needs and resources; the practices and principles of office management; employee work organization and supervision; good computer skills and the ability to assist others; ability to coordinate and utilize a variety of reports and records, including budget preparation; ability to communicate effectively, verbally

and in writing; and the ability to establish and maintain effective working relationships with employees, supervisors, other agencies and the public. Knowledge and understanding of the Dewey System is required or obtain training within 6 months of hire.

Physical Demands: While performing the duties of this job, the employee is frequently required to walk, sit, talk, and listen. The employee will be required to use hands to handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee occasionally will be required to climb, balance, stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close and distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Hours: The Library Aide position is a regular part-time position, 300 hours annually. Schedule to be determined by the Librarian. This position is not eligible for benefits.