

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: LIBRARY AIDE – Job Description
POLICY NUMBER: 2400
ADOPTED: May 28, 2013
REVIEWED: 06/09/15; 06/13/17; 06/10/20
REVISED: 03/24/14; 09/08/14; 07/13/15; 07/10/17; 07/13/20

2400.10 The Library aide, under the broad policy guidance and with direction from the Finance Officer, the President of the Friends of the Library and Siskiyou County Librarian, works under minimal supervision with regard to the duties listed herein. This position requires the employee to have access to District facilities and equipment with little or no supervision.

2400.11 The Library Aide will be hired by the Finance Officer and General Manager.

2400.12 The Library Aide will be given an annual performance evaluation by the Finance Officer with input from the President of the Friends of the Library in accordance with MCSD Policy 2175.

2400.20 ESSENTIAL FUNCTIONS

2400.21 Has responsibility for the operation and services of a library, works with library patrons, providing assistance in the use of library facilities and resources, answers questions, checks out materials for circulation, issues library cards, collects monies for overdue and damaged books and media, receives and transmits patron requests for books, media, and information, finds and reserves books and media for circulation, assigns work to volunteers groups, compiles information for statistical summaries and reports, packs and unpacks shipments of materials as requested by Siskiyou County, notifying patrons of special orders received, re-shelves returned material, prepares periodicals for patron use, instructs patrons in the use of library resources and library rules and procedures, has responsibility for building security, may train volunteers, may co-ordinate and/or provide special library programs, attends/participates in Siskiyou County Library Council meetings and Vestal Meetings and is expected to help do janitorial duties.

2400.22 This is a part time position of approximately 4 hours per week. No District benefits or holiday leave will be paid for the employee in this position except for required sick leave. The rate of pay for this position appears on the Salary Schedule and is paid

according to the District pay schedule. Three days per month will be paid proportionately by the District and the Friends of the Library with each responsible for half the total of thirty-six (36) four (4) hours days a year. Friends of the Library will pay the entire salary for an additional sixteen (16) four (4) hour days a year to enable the Library Clerk to work one (1) four (4) hour day every week. The District will send an invoice to The Friends of the Library who will pay the full amount to the District by July 15 of the year.

2400.23 The Policy Review Committee, General Manager, Finance Officer and President of the Friends of the Library will review this policy yearly by March 1st, pertaining to the monies contributed by the Friends of the Library.

2400.30 Prerequisite Qualifications:

2400.31 A pre-employment physical shall be performed, at District expense, prior to employment. As this position requires the employee to perform labor requiring manual dexterity, the successful employee will be of adequate health and physical fitness, as determined by a physician, to perform the required duties. A pre-employment drug screening and a live scan is also required as a condition of District employment.

2400.40 With little or no supervision. Must be able to lift and carry thirty (30) pounds.

2400.41 Must have a reliable personal vehicle with current liability insurance. Must possess a valid and appropriate California driver's license with a driving record acceptable to the District (Department of Motor Vehicle driving record printout required prior to employment.

2400.42 Understand and follow oral and written directions, basic computer knowledge, perform manual labor, and learn and follow District policies and procedures and County Library policies.

2400.43 Basic Work Hours:

The office hours of the District are 8:00 a.m. to 5:00 p.m., Monday through Friday. The library hours will be determined and set by District Finance Officer in conjunction with the President of the Friends of the Library.

2400.44 This position may require work schedules outside the Districts basic work hours and/or days.

2400.50 Physical Requirements:

2400.51 Task: Completes paperwork and reports related to scheduled maintenance activity.

Physical Demand: Sitting, close vision, reading, handwriting, speaking, hearing, use Of hands to finger, handle or feel objects.

2400.52 Task: Performs duties related to the library facilities and/or equipment.

Physical Demand: Close and distance vision, color perception, hearing, clear speech, use of hands to finger, handle or feel objects, tools or controls, walking over uneven ground, climbing, kneeling, stooping, bending, sitting, squatting, upper and lower body flexibility, standing, lifting, pushing, pulling and carrying (regularly up to 30 lbs. and infrequently up to 50 lbs.).

2400.60 Environmental Demands:

2400.61 Inside: Works indoors in temperature-controlled environment.

2400.62 Outside: Occasionally works out doors in a variety of weather conditions ranging from snow to +100° F.

2400.63 Fumes/Gases: Exposure to fumes from cleaning materials and dust from cleaning operations.

2400.64 Noise/Vibration: Moderate exposure to noise and vibration from cleaning tools and equipment.

2400.70 Mental Requirements:

2400.71 Reading: Competent minimal reading skills.

2400.72 Writing: Standardized check-off sheets.

2400.73 Math: Basic math calculations.

2400.75 Repetition: Monthly repetitive work.

2400.76 Judgment: Works independently.

2400.77 Social Skills: Ability to relate cooperatively with members of the public and District personnel.

2400.78 Communication Skills: Ability to organize and communicate thoughts orally and written. Ability to understand communications from others.

2400.80 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.