



## County of Adams Library Aide

<b>SALARY</b>	\$11.21 Hourly	<b>LOCATION</b>	Adams, WI
<b>JOB TYPE</b>	Regular Part-time	<b>JOB NUMBER</b>	442023
<b>DEPARTMENT</b>	Library	<b>OPENING DATE</b>	06/13/2023
<b>CLOSING DATE</b>	7/5/2023 11:59 AM Central		

### Description

Performs semi-skilled work staffing the circulation desk during open hours, maintaining order on shelves, and related work as apparent or assigned. Work is performed under the close supervision of the Library Assistant I.

### Examples of Duties

1. Arranges, maintains, and shelves books, magazines, audiovisual materials; places items in alphabetical and Dewey Decimal order; maintains order on shelves.
2. Staffs the circulation desk during open hours; answers questions, assist patrons, check materials in and out; empties materials from book drop; locates and pulls items from pick lists for other libraries; requires the use of various computer software programs; assists patrons in locating materials.
3. Assists with programming, including room set up, greeting, answering questions; works at promotional events; creates slide shows, event calendars, and flyers.
4. Maintains all shared spaces in neat order, including children's area, Reading room, computer lab, circulation desk workstations, and employee break room.
5. Shifts items on shelves; assists Library Assistant I; performs other duties as requested by the supervisor.

Performs other related functions and duties as assigned or required.

It is unlikely an employee will perform all the duties listed on a regular basis, nor is the list exhaustive in the sense it covers all the duties that an employee may be required to perform. The examples are merely indicative, not restrictive.

### Essential Qualifications

Currently enrolled as a student at a high-school or postsecondary-school level. Working knowledge of English grammar & spelling. Ability to effectively follow instructions from the supervisor, verbally & in written form.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

### Additional Information

#### OTHER KNOWLEDGE, SKILLS & ABILITIES

Some knowledge of County and department policies and procedures to include emergency and inclement weather

policies; some knowledge of the procedures, practices, and equipment of a public library; ability to learn standard library tasks and prescribed routines; ability to perform routine clerical and record-keeping tasks; ability to operate office personal computer including some knowledge of applicable software; ability to understand and follow oral and written instructions; ability to work independently or as part of a team; ability to interact with a diverse population; ability to establish and maintain effective working relationships with associates and the general public.

#### PHYSICAL DEMANDS

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires standing, walking, using hands to finger, handle or feel and repetitive motions, frequently requires speaking or hearing, reaching with hands and arms and pushing or pulling and occasionally requires stooping, kneeling, crouching or crawling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exposure to bloodborne pathogens is considered low for this position.

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#### **Agency**

County of Adams

#### **Address**

401 Adams St Ste 16

Friendship, Wisconsin, 53934

#### **Phone**

608-339-4577

#### **Website**

<https://www.co.adams.wi.us/departments/human-resources>

### **Library Aide Supplemental Questionnaire**

#### **\*QUESTION 1**

Please submit a short essay to introduce yourself. We'd like this to be 3 to 5 paragraphs that tell us who you are. Include information about work or hobbies you have done that required you to use your skills in customer service, teamwork, child care, money-handling, or the ability to organize things or people.

#### **\*QUESTION 2**

**Are you currently a student?**

\* Required Question