

Timberland Regional Library

Human Resources Department

415 Tumwater Blvd SW

Tumwater, WA 98501

360-943-5001

EXTERNAL POSITION ANNOUNCEMENT

January 25, 2010

**Library Aide
Tumwater, WA**

- Position Information:** Grade 30
20 hours/week (.50 FTE)
- Position Code:** TU301005-011 (Include on your application and mailing envelope)
- Hiring Salary:** \$9.83/hour
- Closing Date:** February 5, 2010 at 5pm
- Benefits:** Employee Assistance Program
Medical, dental, vision, life & long-term disability insurance available
Washington State Public Employees Retirement System
Deferred Compensation & Flexible Benefits plans available
Paid Sick, Vacation & 13 Holidays
- To Apply:** **Obtain "Application for Employment" Materials:**
Online at <http://www.trlib.org/employme.htm>
At the Administrative Service Center (see address below)
At your local Timberland Regional Library
- Submit Materials to:**
Timberland Regional Library Administrative Service Center
Attn: Human Resources
415 Tumwater Blvd SW
Tumwater, WA 98501

Application materials must be **RECEIVED** at the Administrative Service Center by 5pm on the closing date.

Resume not accepted in lieu of Application - No emailed or faxed materials accepted

SPECIAL INSTRUCTIONS:

Schedule may include evenings and weekends, based on library needs.



www.TRL.org

(Continued on reverse)

GENERAL PURPOSE: Under direct supervision, performs a variety of general clerical functions in support of Timberland Regional Library operations for area of assignment.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Processes, sorts, organizes, and shelves assigned library materials including books, magazines, newspapers, CD's, DVD's, and/or videotapes.
- Performs backup circulation duties including checking books in/out, receiving hold requests, collecting and processing fees for lost/damaged materials, processing library card applications, and answering incoming phone calls.
- Provides customer service to library patrons including responding to general inquiries, locating library materials, and providing assistance with computer equipment.
- Sorts library materials received from other libraries and/or the Service Center.
- Monitors/empties book drops and returns library materials to circulation desk for processing.
- Performs daily shelf reading and maintains assigned library sections; monitors, arranges, straightens, and shifts library materials.
- Processes and maintains periodicals including labeling, displaying, weeding, and recycling.
- Performs basic collection maintenance duties including deleting discarded library materials from departmental computer system, generating weeding lists, and pulling books for conditioning.
- Assists in repairing, cleaning, replacing, or culling damaged/soiled library items as assigned.
- Conducts searches and pulls claims return, missing, and transit list items.
- Generates and/or prepares pull lists in relation to hold items.
- Locates, pulls, and processes library materials requested by library patrons.
- Processes and prepares inter-library loan materials.
- Prepares and packages library materials for mailing and/or delivery by courier.
- Performs library opening/closing duties and assists in maintaining library facilities and equipment.
- May process/distribute departmental mail; retrieves and delivers mail to post office as required.
- May provide assistance in monitoring the activities of volunteer and community service workers.
- May provide training and guidance to new Library Pages or other assigned personnel.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent, and six months customer service or library experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

Depending on area of assignment, a valid Washington Driver's License may be required.

Required Knowledge of:

- Library terminology, systems, and processes.
- The Dewey Decimal System.
- Methods for processing, shelving, and maintaining library materials.
- Library equipment and standard computer software applications.
- Circulation desk procedures and functions.
- Customer service standards and procedures.

Required Skill in:

- Performing a variety of general clerical library functions.
- Filing numerically/alphabetically and utilizing the Dewey Decimal System.
- Processing, shelving, and maintaining library materials.
- Responding to general inquiries and providing customer service to library patrons.
- Providing backup assistance and performing a variety of basic circulation desk duties.
- Establishing and maintaining effective working relationships with other library and department staff, volunteers, patrons, and the general public.

Physical Demands / Work Environment:

- Work is performed in library environment.
- Subject to sitting, standing, walking, bending, reaching, kneeling, crouching, and lifting of objects up to 40 pounds.
- Must be able to push/pull loaded library carts and lift/carry library materials.