

City of Lowell
Job Description
Pease Post: September 23, 2014
Deadline: October 7, 2014
Pollard Memorial Library
Library Aide - Part-Time

Job Title: Library Aide – Part-Time Position (2500-J#2535, 2067)
Department: Pollard Memorial Library
Reports To: Library Director, Assistant Director and any other designated personnel
Salary: \$8.00/hour
Schedule: Up to 19 hrs weekly, may include evenings and Friday or Saturday

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Assignment to Technical Services to process materials.
Assignment to circulation desks, public desks, and performance of all circulation-related tasks in library and/or bookmobile.
Shelving of all library materials.
Other duties as assigned.

QUALIFICATIONS

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

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
Commitment to serving a diverse urban population required.
Knowledge of computers and database entry preferred.

LANGUAGE SKILLS

Bilingual preferred. (English/Spanish or English/Khmer)
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to library patrons.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to stand and use hands to finger, handle, or feel. The employee is occasionally required to walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen, and CORI post offer.

Qualified send resume and/or application to the Human Relations Office, Room 19 - City Hall, 375 Merrimack Street Lowell, MA 01852 by 4:00 PM on: Deadline – Tuesday, October 7, 2014 Applicants may also send resume and/or application to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer