

City of Seward Job Description



Job Title: Library Museum Aide

Range:	3.5-5.5	Salary:	\$13.00
Department:	Library Museum	Approved by:	V. Kingsland
Reports to:	Library Museum Director	Date:	3/4/2016
Supervises:	N/A		
Position:	Regular, Part-time		

Summary:

Performs basic Library Museum tasks based on basic knowledge of library museum functions. Responsible for providing staff support services for daily operation, special events and programs of the library museum. Performs materials processing and archival tasks.

Essential Duties and Responsibilities:

Provides staff support as directed to include archival tasks, processing of library materials, relocating materials and artifacts. Responsible for monthly public notification of overdue materials and dissemination of newsletters and program flyers.

Assists supervisory staff with the development and operations of community programs. Includes room set-up, greeting participants, monitoring use of facilities and clean-up as directed. May supervise and interact directly with participants and volunteers in library and museum setting, and during programs and activities.

Completes specific projects with detailed instructions in areas of the collection needing sorting, reorganizing or cleaning in library and museum. Refers collection decisions to Library Museum Director for review.

Assists with program evaluations and record keeping.

Performs routine maintenance and custodial duties as required.

Knowledge of the operation and maintenance of the library archive microfiche reader. Able to instruct staff and public in its use as requested.

Able to qualify and perform as Notary Public and Passport Agent.

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Employee

Department Head

Personnel Officer

City Manager

Duties and Responsibilities while working in the Library Museum

- Greets visitors utilizing good customer service techniques
- Takes admission fees, and answers questions about exhibits and Seward based on familiarity with museum exhibits, Seward history, and current attractions and activities while at the museum.
- Checks library materials in/out to patrons.
- Answers basic reference questions as able, referring others to supervisor as necessary. Provides information concerning library museum programs and services to both resident users and visitors.
- Supports and assists all interns, volunteers and community service workers.
- Maintains confidentiality of all library and museum records in accordance with state law (AS 09.25.140)
- Responsible for sorting and shelving used library materials on daily basis, emptying the library book depository, reading and straightening shelves throughout library according to *Dewey Decimal Classification* system as directed.
- Maintains order and cleanliness of library and museum by straightening, dusting, adjusting and light surface cleaning as needed and directed.
- Implements opening and closing procedures as directed. Reconciles daily accounting activity on rotating schedule as outlined in cash management policy. Logs patron and visitor statistics as directed.

Performs other duties as assigned.

Qualification Requirements:

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) required. Post-secondary training and/or college level classes in museum or library studies preferred. Six months experience working directly with the public in library, museum or retail environment preferred. Some knowledge of library museum organization desired. Experience in handling money, making change, writing receipts and depositing funds.

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Progressive Development:

Each year on the employee's anniversary date, the employee will be evaluated not only on his/her performance, but also on professional development.

After a minimum of one budget cycle and upon providing documentation of satisfactory completion of three (3) post-secondary credits or continuing education experience in library and museum service, or related skills curriculum, employee will move to Range 4.5.

After a minimum of one additional budget cycle and upon providing documentation of satisfactory completion of three (3) post-secondary credits or continuing education experience in library and museum service, or related skills curriculum, employee will move to Range 5.5.

Any training intended for professional development credit will be verified by library director prior to completing by the employee. Once the employee reaches Range 5.5, he/she shall remain at that range and receive annual step increases, if earned, in the regular sequence.

If it is determined that the employee has not progressed to the next level, but has shown above satisfactory performance, he/she will be granted the regular one step increase.

Language Skills:

Ability to read and interpret basic written instructions including memos, operating instructions, and safety rules. Ability to effectively communicate orally with a large audience. Ability to communicate effectively with coworkers and library museum users.

Mathematical Skills:

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

Reasoning Ability:

Ability to solve practical problems and to interpret a variety of instructions presented in written, oral, diagram, or schedule form.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function 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 regularly required to stand; sit; walk; reach with hands or arms; use hands to finger, handle and feel objects, tools or controls; and to talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl and to climb or balance.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Public Relations:

Public relations will be an integral part of each employee's job. Employees will be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service.

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 low.