# RUTH CULVER COMMUNITY LIBRARY POSITION DESCRIPTION BILINGUAL LIBRARY AIDE

**PART-TIME NON-EXEMPT**

**NATURE OF WORK:** This is a paraprofessional/clerical position, which performs library work under direct supervision of the Director and full-time staff. Position includes evening, and weekend hours.

**DUTIES:** Include working the circulation desk, computer assistance, and patron assistance with an emphasis on service to the Latino community.

**EXAMPLES OF WORK:** (Illustrative Only)

# Latino Services

* 1. Assist Latino community in use of the library.
	2. Act as a liason between the library and the Latino Community.
	3. Translate library documents from English to Spanish.
	4. Develop press releases, website content and other public relations materials in Spanish.
	5. Develop and present library programs in Spanish independently and in conjunction with other staff.
	6. Select new Spanish language and ELL library materials.

# Circulation Desk

* 1. Checking in and out of library materials.
	2. Collecting fines and fees for overdue, lost, or damaged materials.
	3. Registering patrons for library cards.
	4. Inspect materials for damage when returned.
	5. Shelve materials in proper order and maintain neat and orderly shelf areas.
	6. Maintain an orderly and clean work area.
	7. Place holds on materials for patrons.
	8. Maintain hold shelf and prepare holds from/for other libraries.
	9. Answer telephone and direct to appropriate personnel.

# Patron Assistance

* 1. Assist patrons with online catalog, databases, computers, photocopier, and other library equipment and resources.
	2. Assist patrons in locating materials.
	3. Answer reference and reader’s advisory questions within their scope of knowledge and refer those which cannot be easily answered to other staff.

# Other

* 1. Understand, follow and enforce library policies and procedures.
	2. Assist with library programs and displays, as needed.
	3. Prepare new materials for checkout.
	4. Attend staff meetings and continuing education programs as requested.
	5. Perform other related work as required.

# ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to communicate fluently in English & Spanish, both verbally and in writing.
2. Understanding of Latino culture.

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1. Ability to establish and maintain effective, cooperative & courteous working relationships with the public, co-workers & supervisors.
2. Ability to understand and efficiently perform library work as directed.
3. Ability to sort efficiently and to develop a working understanding of library services & resources.
4. Possess good spelling and typing skills, knowledge of computers and other library equipment.
5. Possess a valid Wisconsin Driver’s License and have the ability to travel independently with their own vehicle.

# PHYSICAL DEMANDS OF THE POSITION

1. Frequent standing, walking, stooping, kneeling, crouching, and sitting.
2. Handling of items including picking up and shelving.
3. Bending/twisting and reaching; use of a step stool.
4. Pushing and pulling objects weighing 60-80 pounds on wheels.
5. Lifting and carrying up to 50 pounds.
6. Talking and hearing; use of the telephone.

# EXAMPLES OF EQUIPMENT USED

A. Computer, tablet, e-reader, photocopier, scanner, automation system, telephone system, audiovisual equipment, projector, step stool, book trucks and other library equipment.

# ESSENTIAL TRAINING AND EXPERIENCE

1. Must be fluent in English & Spanish.
2. Must be at least 18 years of age.
3. Must have graduated high school or the equivalent.

*Approved by the Library Board April 11, 2018.*