

## EMPLOYMENT ANNOUNCEMENT

Wasatch County Library seeks part-time Library Aide. (Grade A \$15.61-\$16.81). This position works up to 8 hours per week. This position under the general supervision of the Library Director, Assistant Library Director, or Librarian performs duties that include: shelving in correct order, directing patrons to information sources or senior staff, and processing and preparing books for the shelves. Complete job description and Wasatch County Employment Applications are available from the Wasatch County Personnel Office 55 S 500 E, Heber City, Utah or [www.wasatchcounty.gov/employment](http://www.wasatchcounty.gov/employment). Completed applications with copy of resume must be submitted to the Personnel Office at the above address or emailed to: [personnel@wasatch.utah.gov](mailto:personnel@wasatch.utah.gov) by 5:00 PM Friday, February 7, 2025. Wasatch County is an EOE.

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## WASATCH COUNTY JOB DESCRIPTION

TITLE: Library Aide

GRADE NUMBER: Grade A - \$15.61-\$16.81

EFFECTIVE DATE: February, 2020 Revised 01-2025

DEPARTMENT: Library

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### JOB SUMMARY

This position performs duties that include: shelving in correct order, and directing patrons to information sources or senior staff.

### STEP AND GRADE CHARACTERISTICS

This is an entry-level Library Aide position.

### SUPERVISION RECEIVED

Works under the general supervision of the Library Director, Assistant Library Director, or Librarian.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

**Library Services:** Provides general assistance to patrons by directing them to various locations in the library to locate items in the collection; refers reference transactions to senior staff; assists the public with basic copier, printer, and computer needs. Processes and prepares books and other materials for the shelves.

**Collection Development:** Empty book drop; assist with filing & sorting; search for lost books and materials; shelves library materials in proper sequence alphabetically and numerically; assists with weeding and inventory projects.

**Special Projects:** Provides general assistance to staff with special activities involving the library collection and preparation for library events.

**Professional Development:** Attends training as needed.

## **MINIMUM QUALIFICATIONS**

### **1. Education and Experience:**

- A. Graduation from High School or currently enrolled in High School;  
OR
- B. An equivalent combination of education and experience.

### **2. Required Knowledge, Skills, and Abilities:**

Some knowledge of interpersonal communication skills and basic library service.

Skill in the operation of information technology including personal computers, printers, copiers, and software applications.

Ability to adapt with regard to frequently changing conditions and problems; communicate effectively, verbally and in writing; operate personal computers and various software applications for word processing, spreadsheets, and email. English-Spanish Bilingual communication desirable.

### **3. Special Qualifications:**

- Must complete a six (6) month probationary period.
- Must successfully complete a pre-employment drug screening and background check.

### **4. Work Environment:**

Incumbent of the position performs in a typical office setting with appropriate climate controls. Occasional offsite events require work performed for sustained periods outdoors in hot, cold, or inclement weather. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 30 pounds. Use tools and equipment requiring a high degree of dexterity. Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

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Disclaimer: This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills. This job description supersedes earlier versions.