

LIBRARY AIDE

DEFINITION

Under direct supervision, performs manual and clerical duties for the Library District; collects, sorts, files, and shelves books, magazines, digital media, audio books, and other library materials; retrieves library materials from interior and exterior books drops and storage areas; provides patron services such as locating materials and checking books in and out as directed; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from assigned supervisory and management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is an entry-level classification. Initially under close supervision, incumbents with basic related experience learn to perform the full range of manual and clerical support duties and direct questions from library patrons to the appropriate staff. As experience is gained, assignments become more varied and are performed with greater independence. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience. This class is distinguished from the Library Clerk class series in that the latter performs the more complex and technical library activities that require additional knowledge, skills, and experience.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Collects, sorts, files, and shelves books, magazines, digital media, audio books, and other library materials; maintains accurate filing of shelved materials.
- Retrieves library materials from interior and exterior books drops and storage areas; collects, receives, and processes returned materials; searches shelves for lost or missing materials.
- Assists facilities maintenance staff with set up and tear down of furniture and equipment for library programs, activities, and special events; gathers and moves tables, chairs, computers, and other items; provides assistance to vendors and staff during special events as directed; pulls books and materials to build seasonal displays.
- Performs general library maintenance duties; keeps library premises clean and in good order; picks up trash; retrieves loose books and materials.
- Interacts with library patrons; answers questions from patrons such as the location of certain books or sections of the library; assists patrons in finding material; assists at information desk as assigned.
- Provides patron services at the circulation desk; checks books and materials in and out; renews materials; places materials on hold; answers the phone; reserves conference and meeting rooms; issues new library cards; operates the cash register; collects fines and fees; receives cash and makes change; assists patrons with computers, printers, copy machines, and fax machines.

- Checks materials for damage and removing them from shelves; pulls books designated for discard, as directed; cleans, mends, and repairs library materials.
- Runs reports on books and materials utilized including overdue reports.
- Attends staff meetings and participates in various committees as assigned.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- The Dewey Decimal and other alphabetical and decimal numeric filing systems.
- Purpose and functions of a public library.
- Effective public relations techniques.
- General facilities maintenance duties.
- Basic mathematical skills.
- Record keeping and filing principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Learn library procedures and the Dewey Decimal Classification system.
- Consistently apply procedures according to available guidelines.
- Pay attention to detail.
- File materials using alphabetical and numeric filing systems.
- Maintain accurate logs, records, and basic written records of work performed.
- Respond to requests and inquiries from the general public.
- Follow department policies and procedures related to assigned duties.
- Perform basic mathematical computations.
- Understand and follow oral and written instructions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the tenth (10th) grade.

Experience:

- No prior experience is necessary.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may encounter challenging interpersonal situations in the course of their work.

WORKING CONDITIONS

Occasional evening and weekend work may be required as job duties demand.