

LIBRARY AIDE

DEFINITION

Under immediate supervision, performs routine clerical duties to maintain library collection. Performs related functions as required.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

Library Aides perform structured library clerical tasks to assist staff and contribute to the smooth operation of the library. Incumbents file subscriptions and pamphlets in accordance with detailed and often complex instructions. They set up assigned work areas and shelve books and government documents. In addition, they cover, label and repair books as well as process a variety of audio/visual media, such as cassettes, records, compact disks, and videos. They perform other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is entry-level clerical work requiring some previous general office experience or training or special knowledge of library routine. Tasks performed are repetitive in nature and are usually carried out under close supervision.

RECOMMENDED MINIMUM QUALIFICATIONS

Experience in general office work, preferably including clerical experience in a library, or any combination of experience and education which results in:

Ability to: File alphabetically and numerically, learn routine library tasks within a limited time frame, perform light manual tasks, and establish and maintain effective working relationships with other employees and library patrons.

SPECIAL REQUIREMENTS: Must be willing/able to work evenings, holidays and weekends on a rotational basis. Must be able to lift objects weighing up to 50 pounds, and may be required to stand, bend forward, and reach overhead for extended periods of time.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers enjoy working under close supervision following detailed guidelines for the completion of their assignments. They are attentive to procedural guidelines and are comfortable performing repeated tasks for extended periods.

Class title established per Council Resolution No. 88-38,
effective 7-1-88

Revised 12/1/91 per Resolution 91-103

Reviewed: 12/03

ADA approved: 12/03