
JOB DESCRIPTION

Job Title: Library Aide	Department: Library
Class: 215	Pay Group: 4
FLSA Status:	EEOC Category: Office/Clerical
Reports To: Library Director	

Objective

To assist in library operations; especially clerical operations.

General State of Duties

This is a nonsupervisory position. Duties include assisting library patrons and performing various clerical functions in the library.

Essential Duties and Responsibilities

1. Assists with circulation desk duties, including checking in and out materials; assisting telephone callers and walk-ins, taking in money and issuing receipts for fines, membership cards, photocopies, etc., and suggesting reading materials.
2. Answers telephone, refers calls, and assists callers and walk-ins as needed.
3. Assists in typing and filing catalog cards, shelf lists, and other materials as needed.
4. May replace returned books on carts for refilling or on shelves in numerical or alphabetical order as required.
5. Maintains reserve list, notifies patron when reserved book has arrived, and resshelf item if not picked up within prescribed period.
6. Processes new paperback books.
7. May clean records and books and replace worn covers with adhesive vinyl or plastic.
8. Performs various clerical tasks, such as typing and making photocopies as needed.
9. Maintains periodicals section including stamping new magazines and pulling old issues.
10. Performs such other duties as may be assigned.

Required Knowledge, Skills, and Abilities

Ability to relate well to people of all ages; demonstrated ability to learn detailed routines; and sufficient skills with a typewriter to type catalog cards, library patron cards, or simple reports.

Acceptable Experience and Training

High school graduation or its equivalent (preferably with some college) and two years' work experience in a library or clerical position.

OR

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Certificates and Licenses Required

None.