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## LIBRARY AIDE

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### **DEFINITION**

Under direct supervision, performs a variety of routine Library duties. This is a part-time position with statutory benefits only; position may work up to 28 hours per week, 999 hours per fiscal year.

### **SUPERVISION EXERCISED**

None

### **EXAMPLES OF DUTIES**

*Duties may include but are not limited to:*

Sort, clean, shelve and organize books; file newspapers, periodicals, pamphlets and related library materials.

Clean and dust bookshelves and fixtures; sweep floors.

Maintain library collection in a neat and orderly manner; check materials for any needed repair/mending.

Assist in preparation of and set up for community events.

Assist with mailers, crafts and other projects as needed.

Perform related duties as assigned.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Standard office procedures, methods and computer equipment.

Techniques used in dealing with the public and customer service.

Ability and Skill to:

Learn routine library procedures and systems.

Alphabetize and numerically/chronologically sort materials.

Respond to questions from the public and staff.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

### **QUALIFICATIONS**

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

Education, training and/or experience that demonstrates ability and willingness to learn and perform routine clerical work in the Library.

### **LICENSE OR CERTIFICATE**

None required

### **ESSENTIAL JOB FUNCTIONS/A.D.A.**

Ability to alphabetize and numerically/chronologically sort materials.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to shelve library materials, clean shelves and sweep floors.

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving/shelving library materials.

