

JOB DESCRIPTION



Position: Library Aide – Youth Services

Status: Non-Exempt

Range: \$9.25 – \$11.05

Reports to: Head of Youth Services

Supervises: None

JOB SUMMARY

Incumbents in this position are expected to sort returned material according to classification code and return material to the shelves, files or other designated areas as required. Library Aides will monitor shelving and other areas to verify that material is displayed in its correct order according to Library standards. Incumbents will also answer inquiries of a nonprofessional nature and refer patron to professional library staff when needed. Library Aides can also assist patrons with electronic equipment. Additionally, incumbents can be responsible for assisting with programs, including setup and tear down and general assistance when needed.

ESSENTIAL JOB FUNCTIONS

1. Sorts and shelves returned material according to classification code and need for repair, and return them to shelves, files or other designated storage area.
2. Verifies books are shelved in order according to current library standards.
3. Sorts and shelves new material.
4. Answers inquiries of nonprofessional nature and refers persons requiring professional assistance to librarians.
5. Assists patrons in use of electronic equipment.
6. Clean-up of material in meeting rooms, public areas, teen room, and preschool room.
7. Assists librarians with programming with duties as assigned.
8. Other duties as assigned.

KNOWLEDGE, SKILL AND ABILITIES

1. Ability to communicate effectively in written and oral form.
2. Ability to function independently, have flexibility nature and the ability to work effectively with clients, co-workers and others.
3. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
4. Ability to perform work in a highly detailed manner.
5. Ability to work independently.
6. Ability to handle multiple projects and assign priorities.
7. Must be able to read, write, speak, hear, and understand the English language.
8. Must be able to operate a computer or other device using a Windows operating system.
9. Ability to operate a variety of library and office equipment including, but not limited to, printer, FAX, copier, paper folder, and postage meter.
10. Visual acuity and physical skills necessary to retrieve library materials from shelves and storage areas, maintain library materials and operate equipment. The incumbent is required to have the physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 40 pounds.

WORKING CONDITIONS

1. Generally will work within a normal office environment with minimal discomfort due to extreme temperatures, dust, and noise.
2. Job requires walking, standing, sitting, bending, stooping and reaching. Requires the use of a video display monitor, keyboard, and mouse.
3. Employees may interact with upset staff and /or public and private representatives in interpreting and enforcing library policies and procedures.
4. Work hours may be varied.

EDUCATION, EXPERIENCE AND TRAINING

1. High School diploma or GED required.

An Equal Opportunity Employer