

**JOB TITLE:** LIBRARY AIDE – HEADQUARTERS

**CLASSIFICATION:** Regularly Scheduled Full-Time/Part Time

**NATURE OF WORK:** Performs moderately difficult and varied clerical work of a responsible nature.

**EXAMPLES OF WORK PERFORMED:** The library aide performs a variety of duties, including checking books out/in; issuing patron cards; assisting patrons with locating books, magazines, and other materials; helping patrons use the copy machine; OPAC; patron computers, online services, and web pages. Other responsibilities which may be assigned include receiving money for copies, lost books, etc.; shelving books/shelf reading; mending books and other materials; storage/weeding of magazines and newspapers assisting with the processing of books and new materials for circulation. Other clerical duties as assigned.

**SUPERVISION:** Works under the general supervision of the Director and Branch Manager positions. Supervision takes the form of occasional checking of work performed for accuracy.

**EDUCATION AND EXPERIENCE:** Must be a high school graduate, supplemented by experience performing clerical work. Previous library experience preferred.

**DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Effective communication skills, both written and oral; typing skills; filing skills; working knowledge of computers; ability to maintain accurate records; and ability to work well with the public and fellow staff members.

**MOBILITY AND PHYSICAL REQUIREMENTS:** Must be able to bend, reach and lift 30 lbs. Must have a valid driver's license and be able to attend outside meetings. Must be able to occasionally travel overnight for conferences. Must be able to see and work with documents of various types.

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.