

<b>Job title</b>	<i>Library Aide I</i>	<b>Grade Number</b>	1
<b>Reports to</b>	<i>Library Coordinator</i>	<b>FLSA Classification</b>	<i>Hourly, non-exempt</i>
<b>Department</b>	<i>Library</i>	<b>Effective Date</b>	04/30/2024

### Job purpose

Performs various routine clerical library duties as required to assist library patrons and maintain library performance.

### Duties and responsibilities

Performs various routine library tasks related to reference materials and adult and junior library collections.

Greets patrons and assists with requests; initiates exchange of information required in the lending of library materials; maintains a variety of records related to borrowing and scheduling of library materials.

Assist in conducting library tours for children, classes, and civic groups; assist patrons in locating materials; check in and check out library materials; shelf books; repair and process library materials; telephone etiquette; aid with programs.

Registers patrons for library cards and instructs them in the use of the library facilities and policies; services various public inquiries related to circulation policies; performs minor reference services.

### Qualifications

Education and Experience:

- A. High School graduate or equivalent with some college preferred or previous experience.

Knowledge, Skills, and Abilities:

- Some knowledge of standard library methods and procedures; excellent knowledge of library codes and classification system(s); knowledge of reader interest levels; some knowledge of standard policies affecting circulation of library materials; some knowledge of interpersonal communication skills and public relations; some knowledge of recording systems related to library processes.
- Ability to understand and follow written and oral instructions and work independently in carrying out work assignments; ability to learn assigned clerical tasks readily; ability to adhere to prescribed routine; ability to work with library patrons of all ages; ability to operate standard office equipment; ability to develop and maintain working relationships with supervisors, fellow employees, and the public.

### Special Qualifications

Typing, excellent keyboard operation; Internet knowledge, basic computer knowledge, information retrieval from on-line and in-house sources.

### Physical requirements and demands

- While performing the duties of this job, the employee is frequently required to move about, and to remain in a stationary position for periods.

- The employee is required to activate controls, and operate office productivity machinery such as computer, calculator, copy machine, and printer. The employee must be able to inspect documents, observe all happenings in their surroundings, and effectively communicate information to others.
  - The employee must occasionally move objects weighing up to 25 pounds.
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*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, or skills required. This job description is subject to change as the need and requirements of the job change.*