

CITY OF PRICE
CLASS SPECIFICATIONTITLE: Library Aide
DIVISION: Administration
DEPARTMENT: Public LibraryGRADE: A
EFFECTIVE DATE: 04/27/05**GENERAL PURPOSE**

Performs a variety of routine clerical library duties as required to assist library patrons and maintenance of library performance.

SUPERVISION RECEIVED

Works under the close to general supervision of the Librarian or Assistant Librarian.

SUPERVISION EXERCISED

None

EXAMPLE OF DUTIES

Performs a variety of routine library tasks related to reference materials, 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; assists patrons in locating materials; checks in and checks out library materials; shelves books; repairs and processes library materials; telephone etiquette; aids 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.

MINIMUM QUALIFICATIONS

1. Education and experience:

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

2. 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 effecting 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; abilities to work with library patron of all ages; ability to operate standard office equipment; ability to develop and maintain working relationships with supervisors, fellow employees and the public.

3. Special Qualifications:

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