LIBRARY AIDE

DEFINITION

Under close supervision, performs a variety of routine work in support of library operations; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Education and/or experience that demonstrate the ability to read, write and follow oral and written instructions, and learn practices and procedures. Some experience working in a customer service job.

LICENSE OR CERTIFICATE

N/A

SUPERVISION EXERCISED

N/A

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Shelve materials, publications and other items in proper sequence.

Sort and process materials.

Assist with collection maintenance, including, but not limited to, shifting, weeding, sorting and adjusting shelves to accommodate materials.

Assist patrons in locating library materials.

Assist patrons with the basic operation of office and computer/mobile equipment, including email, Internet, library catalogue, databases, and common software programs.

Provide customer service, either directly or by referral to appropriate staff.

Assist with programs, events and other functions.

Assist in decorating or creating displays.

Perform other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:
Washoe County and Library System policies and procedures.

American Library Association library philosophy, practices, procedures and techniques.
Alphabetical and numerical filing as applied to sorting and shelving materials.

Collection maintenance practices.

Integrated Library Systems automated databases, software and digital resources.

Current computer/mobile technologies and use of the internet.

Circulation operations and procedures.

**Ability to:**
Shelve materials accurately and in a timely manner.

Work under close supervision to perform assigned work within established guidelines and policies.

Participate in collection maintenance.

Use multiple types of computer/mobile technology effectively.

Provide basic information by making appropriate use of available resources to satisfy customer needs.

Communicate effectively, both orally and in writing, with people of diverse backgrounds.

Understand and follow oral and written instructions.

Maintain effective, cooperative and productive working relationships with the public, division staff and representatives of other departments.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently squat, bend, kneel, stoop, stand and walk. Using approved safety standards, ability to lift, push pull and move objects weighing up to 50 lbs. Normal manual dexterity and eye-hand coordination. Corrected hearing and vision to normal range. Verbal communications ability. Ability to work under conditions involving exposure to dust and odors. Ability to use necessary chemicals. Work is performed in a public service environment with continuous contact with staff and the public.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*