

LIBRARY AIDE

DEFINITION

Under general supervision, to perform typing, filing, and other office assistance duties; to learn perform a basic patron and circulation assistance and other support functions in the County library system; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level for Library support classifications. Incumbents learn and perform a variety of Library support functions including basic patron and circulation assistance. When an incumbent has demonstrated sufficient work skills and job knowledge, they may be promoted to the Branch Library Assistant or Library Technician classifications.

REPORTS TO

County Librarian.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

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EXAMPLES OF DUTIES

- Performs a variety of office support functions for the Plumas County Library System.
- Learns library procedures and functions and provides basic patron assistance in the use of Library facilities and resources.
- Learns circulation desk procedures and policies and performs circulation desk functions such as checking out material for circulation, issuing library cards, and collecting monies for overdue and damaged books and media.
- May receive and transmit patron requests for books, media, and information.
- Compiles information for statistical summaries and reports.
- Assists with book repair and mending.
- Re-shelve returned material.
- Prepares periodicals for patron use.
- Updates collection lists and other records.
- Learns and performs a variety of Library support functions.
- Maintains account records on monies collected.
- Updates records and reports.
- Types a variety of correspondence, information, and other materials.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

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DESIRABLE QUALIFICATIONS

Knowledge of:

- Correct English usage, spelling, grammar, and punctuation.
- Modern office methods, practices, and procedures.
- Maintenance of filing and information retrieval systems.
- Mathematics.
- Public relations.

Ability to:

- Perform a variety of typing, filing, and office support assignments.
- Learn library operations, functions, and policies.
- Learn and perform circulation assistance assignments.
- Learn and perform a variety of Library support assignments.
- Make arithmetical calculations.
- Maintain accurate records and prepare reports.
- Effectively represent library services with the public.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of general office assistance work experience or completion of office skills training courses.

Special Requirement: Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California license must be maintained throughout employment.