

**RUTH CULVER COMMUNITY LIBRARY POSITION DESCRIPTION**  
**LIBRARY AIDE**  
**PART-TIME NON-EXEMPT**

**NATURE OF WORK:** This is a paraprofessional/clerical position, which performs clerical, and other library work as required under direct supervision of the Director and full-time staff.

**DUTIES:** Includes working the circulation desk, computer assistance and patron assistance. Position includes daytime, evening and Saturday hours.

**EXAMPLES OF WORK:** (Illustrative Only)

**I. Circulation Desk**

- A. Checking in and out of library materials.
- B. Collecting fines and fees for overdue, lost or damaged materials.
- C. Registering patrons for library cards.
- D. Inspect materials for damage when returned.
- E. Maintain an orderly and clean work area.
- F. Place holds on materials for patrons.
- G. Maintain hold shelf and prepare holds from/for other libraries.
- H. Answer telephone and direct to appropriate personnel.
- I. Shelve materials in proper order and maintain neat and orderly shelf areas.

**II. Patron Assistance**

- A. Assist patrons with online catalog, databases, computers, photocopier, and other library equipment & resources.
- B. Assist patrons in locating materials.
- C. Answer reference and reader's advisory questions within their scope of knowledge and refer those which cannot be easily answered to other staff.

**III. Other**

- A. Understand, follow and enforce library policies and procedures.
- B. Assist with library programs and displays, as needed, especially those for teens or children.
- C. Prepare materials for checkout.
- D. Promote library programs, services and resources to customers.
- E. Attend staff meetings and continuing education programs as requested.
- F. Perform other related work as required.

## **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

- A. Ability to establish and maintain effective, cooperative & courteous working relationships with the public, co-workers & supervisors.
- B. Ability to understand and efficiently perform library work as directed.
- C. Ability to maintain a friendly, helpful and professional appearance at all times.
- D. Ability to sort efficiently and to develop a working understanding of library services & resources.
- E. Possess good spelling and typing skills, knowledge of computers and other library equipment.

## **PHYSICAL DEMANDS OF THE POSITION**

- A. Frequent standing, walking, stooping, kneeling, crouching, and sitting.
- B. Handling of items including picking up and shelving.
- C. Bending/twisting and reaching; use of a step stool.
- D. Pushing and pulling objects weighing 60-80 pounds on wheels.
- E. Lifting and carrying up to 50 pounds.
- F. Talking and hearing; use of the telephone.

## **EXAMPLES OF EQUIPMENT USED**

- A. Computer, tablet, e-reader, photocopier, scanner, automation system, telephone system, audiovisual equipment, projector, step stool, book trucks and other library equipment.

## **ESSENTIAL TRAINING AND EXPERIENCE**

- A. Must have graduated high school or equivalent.
- B. Must be at least 18 years of age.
- C. Library experience or the ability to speak Spanish is preferred, but not required.