

LIBRARY AIDE

NATURE OF WORK

Responsible for general circulation functions, public service to the patrons, and clerical assistance. Duties are performed under the direct supervision of the Library Director.

ESSENTIAL JOB FUNCTIONS

1. Discharges books and other library materials.
2. Loads book trucks with materials for shelving.
3. Shelves books and other library materials.
4. Answers telephone; directs telephone calls.
5. Charges out materials to library patrons.
6. Registers patrons for library cards.
7. Staffs mobile service desk.
8. Processes bulk loans for institutional borrowers.
9. Assists with preparation and delivery of programs.
10. Prepares bulletin boards, posters, brochures, and other publicity.
11. Tracks participation in various programs.
12. Compiles and reports statistics for grant compliance.
13. Processes delivery bins of materials from other libraries.
14. Pulls materials for holds and delivery to other libraries.
15. Assists with departmental photocopying.
16. Performs other tasks as assigned.

REQUIRED QUALIFICATIONS

High School graduate or equivalent.

One year training and/or experience in the operation of a computer, using Microsoft Office Suite software.

Ability to lift loaded delivery bins, approximately 20 pounds.

One year related work experience.

DESIRED QUALIFICATIONS

One year experience working in a library setting.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of English, spelling, vocabulary, and mathematical computations.

Knowledge of the Dewey decimal classification system.

Skill in the operation of copiers, computers, scanners, and other office equipment.

Ability to establish and maintain effective working relationships with co-workers, library patrons, and the general public.

Ability to learn the library's integrated library system software and other applications.

LIBRARY AIDE

PHYSICAL FACTORS	Code	TASK NUMBERS	ENVIRONMENTAL FACTORS	Code	TASK NUMBERS
Standing Stationary	O	1,5,8,15	Work Alone w/out other employees	V	10,11,12
Moving About	F	1,2,3,8, ,13,14,16	Work With Others (the public or other employees)	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16
Sitting	F	4,5,6,7,9,10,11,12,16	Work Around Other Employees	F	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16
Physical Strengths and Demands			Public Contact	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16
Lifting-Push & Pull While Stationary			Shift Work		
Sedentary-up to 10 lbs.	F	1,2,3,5,9,10,11,16	Extended Day		
Light Work-11 to 20 lbs	O	8,12,14,15,16	Inside	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16
Medium Work-21 to 50 lbs			Outside		
Heavy Work-51 to 100 lbs			Confined Area		
Very Heavy-over 100 lbs			Extreme Hot		
Carrying-Push & Pull While Moving About			Extreme Cold		
Sedentary-up to 10 lbs	F	1,2,3,5,9,10,11,16	Wet and/or Humid		
Light Work-11 to 20 lbs	O	8,12,14	Noise		
Medium Work-21 to 50 lbs			Vibration		
Heavy Work-51 to 100 lbs			Mechanical Equipment		
Very Heavy-over 100 lbs			Electrical Equipment		
Climbing			Pressurized Equipment		
Balancing			Burning Material/Equipment		
Stooping	O	1,2,3,8,12,13,16	Explosive Material/Equipment		
Kneeling	V	1,2,3,8,12,13,14,16	Radiant Energy		
Crouching			Moving Objects		
Crawling			High Places		
Reaching	F	1,2,3,5,7,8,10,13,14,16	Fumes/Odors		
Twisting-Sitting	O	4,5,6,7,9,10,12,13,16	Dirt/Dust		
Twisting-Standing	O	1,5,8,13,14,15,16	Gases		
Handling	F	1,2,3,4,5,6,7,8,9,10,13,14,16	Poor Ventilation		
Fingering	V	15,16	Other (Specify)		
Feeling			Other (Specify)		
Talking	F	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16			
Hearing	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16			
Seeing - Near Vision	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16			
Seeing - Far Vision	F	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16			
Seeing - Depth Perception	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16			
Seeing - Color Vision	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16	Codes:		
Seeing - Field of Vision	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16	Blank - Not Present		
Smelling			V = Very Infrequent 1 to 2 times a week		
Walking	F	2,3,7,13,14,16	O = Occasional - Up to 1/3 of time a week		
Reading	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16	F = Frequent - 1/3 to 2/3 of time		
Driving			C = Constant - More than 2/3 of time		