

CITY OF ARCADIA
LIBRARY AIDE (PART TIME)

DEFINITION

Under immediate or general supervision, the Library Aide performs a wide variety of routine, technical, and clerical library duties in support of the various sections of the library; processes library materials; checks materials in and out of the library; assists patrons with the use of technology and provides general assistance to patrons.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide direct assistance to patrons with basic information regarding use of library materials, equipment, and services.

Sort and shelve items alphabetically and numerically for different sections including fiction, non-fiction, new books, audio-visual items, , oversize books, large print books, international language books, paperbacks, newspapers, and periodicals; straighten and shelf-read shelves.

Provide customer service by assisting patrons with use of computers and related equipment, including copiers, scanner and printers.

Maintain equipment by providing basic-level troubleshooting, re-supplying and cleaning. Report technical problems to appropriate library personnel.

Assist patrons with use of software, particularly the automated computer reservation system.

Enforce City policies, rules and regulations.

Train volunteers for computer assistance.

Assist in processing current library materials; evaluate and maintain orderliness of shelved materials; pull and route materials in need of mending, binding, repairing, or discarding.

Check in and check out books and other library materials; register patrons and issue library cards; collect fines and process transactions.

Provide assistance to library patrons in using periodicals and microfilm reader and other equipment.

Perform general clerical duties; assist in preparing program materials.

Prepare materials for delivery; receive and distribute library items.

Perform routine bibliographic functions; check reading lists and bibliographies.

Operate office machines.

Assist with library programs including setting up chairs and tables.

Pick up and deliver library materials from outside bins to Library; empty book trucks.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The English alphabet.

Basic mathematical principles.

Basic filing procedures.

Modern office procedures, methods, and equipment.

Skill to:

Operate routine library equipment.

Ability to:

Work independently and as part of a team to complete assignments.

Work in a fast-paced and busy environment.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing with patrons and staff.

Perform clerical library work with speed and accuracy.

Perform routine arithmetic calculations.

Stay current with emerging technology, including digital media.

Learn how to use the Dewey Decimal classification systems.

Learn basic library services and functions.

Learn to troubleshoot equipment as needed.

Perform circulation duties including processing and shelving of books, periodicals, and other materials.

Perform cash register operations and/or cash handling procedures.

Participate and assist on public desks and special projects/programs.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

No experience is required.

Training:

Equivalent to the completion of the twelfth grade or current enrollment in high school.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, reach, twist, lift and carry 30 lbs., and push/pull 120 lbs. with or without reasonable accommodations; availability for shift work.

Effective Date: April 2000

Revised: December 2017