Job Title: Library Aide

SUMMARY
Under general supervision, to perform a variety of tasks related to the circulation of materials, especially checking in and re-shelving materials, and maintaining orderly shelves.

DISTINGUISHING CHARACTERISTICS:
The Library Aide position is an entry-level classification. Under close supervision, incumbents learn and perform a variety of duties related to the return and re-shelving of library materials.

SUPERVISION EXERCISED: None

SUPERVISION RECEIVED: Circulation Supervisor

ESSENTIAL DUTIES AND RESPONSIBILITIES
• In a timely manner, re-shelve returned Library materials, including books, videos, CDs, and periodicals.
• Perform detailed sorting by letter and/or number.
• Keep shelves neat and in order.
• Pull Library materials from shelves to fulfill requests.
• Answer basic directional questions from patrons; refer complex questions to professional staff.
• Answer telephone and direct calls.
• At closing of Library, perform closing routine, including announcing closing and checking to see that the Library is clear of patrons prior to closing.

EDUCATION/EXPERIENCE:
High school diploma or GED preferred.

KNOWLEDGE OF:
• Written and spoken English.
• Basic systems for keeping materials in order on Library shelves, including the alphabet and the Dewey Decimal System.
• Routine ability to use a computer and to understand the Library’s software for circulation of materials.

ABILITY TO:
• Follow written and oral instructions.
• Sort and organize materials in alphabetical, numerical and topical order. Find materials on the shelf. Locate improperly-shelved items and correct errors in shelving, utilizing judgment to call misplaced items to the attention of professional staff.
• Work cooperatively with others.
• Prove skills necessary for the job via a practical test.

FLSA Status: Nonexempt
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