

**City of San Rafael  
Job Class Specification**

## **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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