

PUBLIC LIBRARY
LIBRARY AIDE
JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES: Performs routine library work in all phases of the library operations. Completes other work as assigned.

SUPERVISION RECEIVED: Works under the supervision of the Library Director, Assistant Library Director or Youth Director.

SUPERVISION EXERCISED: Exercises supervision over student aides per Library Director.

EXAMPLES OF PRINCIPAL DUTIES:

1. Performs various library functions; performs various clerical functions and repetitive operations.
2. Charges and discharges books, collects fines, renews books, registers borrowers, and keeps records of circulation.
3. Assists the public in the use of the library by giving reference information in person or by phone, and by explaining the use of the library facility to new patrons.
4. Files requests for Interlibrary Loans and holds.
5. Works in all areas of the Library and assists in the Children's Department as directed.
6. Maintains and organizes the periodical collection as assigned by Library Director.
7. Ability to operate the library software programs and online services and to assist the public as needed with computer-related questions.
8. Assists with overdues, as assigned by the Library Director.
9. Helps process materials for circulation, as assigned by Library Director.
10. Works in other City departments, if needed, as directed by Library Director.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, AND ABILITY: Working knowledge of standard library principles, methods and techniques; knowledge of the library classification system; ability to deal tactfully and courteously with library patrons; knowledge of reading interest levels; ability to perform routine clerical and record keeping tasks; working knowledge of computers and their applications; knowledge of money handling.

EXPERIENCE AND TRAINING: High school diploma or satisfactory equivalent combination of experience and training. Ability to adjust to computer technology as it applies to the library.

PREFERRED QUALIFICATIONS: College degree or supplemental college training or previous library experience is preferred. Certification as required by the Nebraska Library Commission (if not certified, must earn certification).

WAGE SCALE: Hourly based upon experience and per City of Wage Ordinance.