

PUBLIC LIBRARY
STUDENT LIBRARY AIDE
JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES: Performs routine library work in all phases of the library operations, as assigned by supervisors.

SUPERVISION RECEIVED: Works under the direct supervision of the Library Director, Assistant Library Director, and Youth Director. When they are not present, the Student Library Aide is responsible to Library Aide I staff.

EXAMPLES OF PRINCIPAL DUTIES:

1. Shelves books accurately. Read spine labels and puts books in the right place.
2. Straightens shelves and shelf reads while straightening. This means making sure the books are in the correct spot on the shelf.
3. Covers books as requested.
4. Assists in the Youth's department as directed.
5. Assists with the Summer Reading program as trained and directed.
6. Works with the library software programs as directed and trained by staff.
7. Circulation desk duties include new patrons and faxes to checking books in, out, and renewing books at circulation desk.
8. Develops a working knowledge of library holdings to assist patrons with reference questions.
9. Assists patrons in the technology room, with the Online Public Access Catalog, and computer programs in the Children's area.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, AND ABILITY REQUIRED: Computer knowledge and keyboarding required. Ability to follow directions as instructed; flexibility of scheduling and ability to deal tactfully and courteously with library patrons; ability to be trained at assigned tasks by staff.

EXPERIENCE AND TRAINING: Currently in school; ability to make monetary change; knowledge of books and authors.

PREFERRED QUALIFICATIONS: Knowledge of the Dewey Decimal Classification System; knowledge of social media and emerging technology.

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