

Job Title: Library Aide I	Job Code:
Job Family: Library Services	Pay Grade:
Sub-Family:	FLSA Status:
EEO code:	Service Type:

Job Summary	
Under direct supervision, performs a variety of technical and clerical library work. Retrieves, selects, scans, records, sorts, and weeds books. Arranges, packages, unpacks, and shelves books. Provides library staff with basic information regarding location of books. Works on organizing library collections and ensures all books are correctly shelved.	
Distinguishing Characteristics	
Illustrative Duties & Responsibilities	
1.	Sorts books and library materials on a presorted cart and shelves the books/materials based on alphabetical, numerical, or other ordering system.
2.	Locates and pulls books and other library materials listed on the daily hold list and places on a cart for further processing. Locates and pulls books and other library materials for special projects/programs and/or displays.
3.	Rearranges books on shelves to ensure that the books are in proper order. Shifts and straightens books to keep shelves neat. As directed, shifts collections or sections of a collection when necessary to provide additional space and/or to improve appearance and order.
4.	Assists central collection and/or cataloguing staff with routine processing of books, including sorting/scanning books and labels, and matching/recording routine preprinted or computerized data.
5.	Weeds shelved books from designated shelves based on the condition of the book and the level of circulation.
6.	
7.	
8.	Performs other job-related duties as assigned.

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Applied Knowledge and Skills	
Microsoft Office, basic knowledge of library cataloging and filing.	
Typical Equipment Used	
Office equipment (e.g. computer, copier), library carts	
Competencies	
Leadership	Communications & Customer Service Relationships
No supervisory responsibilities. May provide occasional work guidance, technical advice and training to staff.	Completely responds to basic and simple customer inquiries, requests and complaints. Forwards difficult and non-routine inquiries or requests to appropriate level for resolution.
Decision Making	Impact of Decisions
Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own department. Specific job activities and results are typically reviewed closely. There are limited requirements for developing new ideas or changes in methods, procedures or services.	Follows rules and procedures. Decisions can have minimal or no impact. Errors can be readily detected, usually by the employee, and, if made, would result in minor expense for correction.
Work Complexity	
Work and tasks are most often straightforward, routine, structured and guided by established policies and procedures. Little, if any, independent judgment is required, outside of making basic choices in the selection and application of established methods. The job receives frequent, ongoing supervision.	
Licenses, Certifications, and Other Requirements	
Education	
Basic Reading and Writing	
Work Experience	
No experience	
Working/Environmental Conditions	
Work is normally performed in a typical inside environment which does not subject the employee to any hazardous or unpleasant elements.	

Date Created: 3/14/2010

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