

Department: In all Civil Divisions
Classification: Non-Competitive
Grade: _____

SPEC DISK E3
DOCUMENT 33

LIBRARY AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing routine non-professional guidance in the use of library facilities to individuals and groups of students in support of library services. This work involves responsibility for performing a variety of non-professional tasks in a School Library such as reading to children and aiding them in the use of library equipment and facilities. The duties of this class differ from clerical positions due to the primary emphasis on dealing directly with students either individually or in small groups with only a limited amount of clerical work performed. The work is performed under the direct supervision of the School Librarian. Supervision may be exercised over the work of student helpers.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Aides students in finding and using reference materials;
Assists in preparing and setting up library displays and bulletin boards;
Issues and collects audio-visual equipment and reading materials and instructs students in its use;
Shelves returned books, records, magazines and other reference materials;
Requisitions library and audio-visual materials as needed;
Keeps daily records of circulation of library material;
Makes minor repairs to library material and equipment;
Assists in annual inventory and reads shelves;
May supervise and train student aides;
May be responsible for supervision of Library in absence of Librarian;
May type and file catalog cards, correspondence, other reports and orders not requiring the services of a skilled typist.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good general intelligence; ability to establish good relationships with children and others; good clerical aptitude; interest in knowledge and reading materials; ability to acquire a working knowledge of library rules and procedures; ability to maintain discipline; good moral character; neatness; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma; or an equivalent combination of training and experience.