

THE COUNTY OF SOLANO
CLASS DESCRIPTION, 1999

LIBRARY AIDE

DEFINITION

Under immediate supervision, performs a variety of clerical tasks in support of library operations; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the trainee and entry level position of the Library Assistant series. Incumbents learn services and resources available to library patrons, as well as, typical library practices and techniques used while performing routine clerical tasks and technical work of limited scope, difficulty and complexity (e.g., checking materials in and out, library card application processing, and data entry). Positions may be allocated at this level when regular and continuing assignment is limited in scope. This class is distinguished from the Library Assistant in that the latter functions with greater independence.

EXAMPLES OF DUTIES

Depending on assignment, duties may include, but are not limited to, the following:

1. Charges and discharges books and other library materials at the circulation desk using automated technology; computes, receives and records fines; registers and re-registers patrons for library cards; prepares collection agency notices; receives and dispatches shipment of books; makes repairs to library materials, including minor repairs to audiovisual and books.
2. Verifies, updates and enters library information into a computer; may assist with inventory, typing and filing in order to process order lists and other library materials; investigates location of library items (claims return procedure); shelves books as needed.
3. Explains use of library facilities and available services such as use of automated checkout machine; learns to explain and interpret library policy and procedures.
4. Sets up circulation and check-out desks; sorts and distributes items in daily delivery; checks-in hold items from daily delivery and shelves; answers telephone renewal line when needed.

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5. May open safe; may balance cash drawer and prepare bank deposits.
6. Assists with displays and exhibits; may train and instruct volunteers.

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

High school diploma or GED preferred; supplemented by three (3) months of work experience that demonstrates possession of and competency in the requisite knowledge and abilities.

KNOWLEDGE/ABILITIES

Knowledge of general clerical methods and procedures; public contact techniques and proper telephone techniques; services and resources generally available to library patrons; materials and equipment used in office operations.

Ability to create order by using alphabetic and numeric sequences; work effectively with other staff members in carrying out work assignments; understand and carry out verbal and written instructions; demonstrate tact and diplomacy; communicate effectively with people of diverse socio-economic backgrounds and temperaments; learn to apply routine library practices and techniques; learn to assist patrons in the use of library facilities and services; make routine arithmetical calculations; file alphabetically and numerically; use proper grammar, spelling and punctuation; perform general clerical tasks; compare names and numbers accurately; use an automated library information system; learn proper book repair techniques.

SPECIAL REQUIREMENTS

None.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

Some positions in this class may require bilingual skills.

Recruiting requirements may be set to test data entry speed; however, this skill is not the primary area to be measured in the selection process.

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Incumbents of trainee positions allocated to this class should demonstrate necessary knowledge and abilities to be promoted to Library Assistant within 18 months of appointment.

ADA COMPLIANCE


Physical Ability: Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Some tasks may require extended periods of time at a keyboard.

Sensory Requirements: Some tasks require oral communications ability. Some tasks require visual perception and discrimination.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.



Human Resources Director



Date

Solano County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Solano County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.