

## City of Victorville Position Description

### LIBRARY AIDE

#### **DEFINITION**

Under direct supervision, performs light clerical and recordkeeping duties related to the library; shelves books; and performs related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

This is an entry-level, part-time position. Assignments will be specific, with work to be reviewed upon completion. With experience, the incumbent will be performing duties with increasingly independent judgment.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Prepares books and library materials for circulation; sorts, files, and shelves books, documents, periodicals, films, and recordings; assists the public by answering inquiries at the counter and over the telephone; processes materials, including videos, gift books, paperbacks and books on tape; fills requests from daily automated request lists; checks in magazines and newspapers and maintains these collections; packs and unpacks deliveries and donations; prepares, sorts, collects, and delivers mail; assists with filling supply orders and maintains inventory; assists with inter-branch delivery; may maintain simple statistical records; labels and makes minor repairs to books, materials, and equipment; utilizes a computer and related software; operates typewriter, copier, laminators, paper cutters, drill presses, and binding machines; types simple reports, labels, and forms; understands and follows oral and written instructions, communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; safely operates a city vehicle; and performs related duties as required.

#### **EMPLOYMENT STANDARDS**

**Training and Experience:** Graduation from high school or GED equivalent, and six (6) months of general clerical experience, including public contact experience. Library experience is desirable.

**Knowledge & Abilities - Knowledge of:** Modern office methods, procedures and equipment, including personal computers; filing methods and recordkeeping to maintain accurate information in alphabetical, chronological and/or numerical order; Dewey Decimal system and Library Database software, desirable.

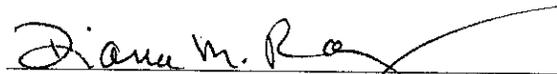
**Ability To:** Effectively present instructions and information, in writing and verbally, to the general public and fellow employees; use patience, tact, and courtesy in dealing with the public; follow oral and written instructions; establish and maintain effective working relationships with fellow employees, supervisors, and the general public; work independently as well as part of a team; operate a hand dolly; and operate City vehicles and equipment in a safe and efficient manner.

**Licenses and Certificates:** Must possess a valid Class "C" California driver's license.

**WORKING CONDITIONS**

Work is performed in a library setting and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a library environment. Physical demands are light, consisting primarily of sitting, standing, walking, lifting and carrying moderately heavy boxes of books up to 50 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

APPROVED:

  
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DIRECTOR OF HUMAN RESOURCES

DATE: August 28, 2006

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position

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