

CITY OF IRWINDALE

LIBRARY AIDE

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direct supervision, performs various duties in support of the Library Department; maintains the library's webpage and social media accounts and participates in the acquisition and maintenance of the digital collection; performs related duties as assigned.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs various duties in support of the Library Department.
2. Oversees the library's social media accounts; creates new accounts, updates information, and posts about upcoming programs and events.
3. Maintains the library's website; updates the library webpage, subpages, and events calendar.
4. Performs duties in support of the digital collection; researches items for the collection and develops monthly media orders, staying within the given budget; weeds media items.
5. Receives, catalogs, and processes incoming library materials; provides guidance and reviews cataloguing performed by library staff.
6. Assigns desk coverage shifts within the existing staff schedule; develops and maintains a guide of library policies and procedures for use by library staff.
7. Provides desk coverage; circulates, renews, reserves, and discharges books and other library materials; registers new patrons, processes inter-library loans, processes fines, accepts payments, and issues receipts.
8. Designs and produces publications for various library events and programming.
9. Provides computer assistance to patrons including basic reference and research assistance.
10. Maintains an inventory of office supplies; orders supplies as needed.
11. As needed, balances and reconciles the department's cash drawer.
12. As needed, configures settings and parameters of the integrated library system.
13. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Standard library operating procedures.

Library services and programs.

Principles and practices of collections acquisition, circulation, cataloguing, and related functions.

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Library loan and organizational systems.
Basic math.
Principles and practices of customer service.
Methods and techniques of record keeping.
Methods and techniques of website and social media maintenance.
Modern office procedures and equipment including computers and applicable software applications.

Ability to:

Type at a speed necessary for successful job performance.
Understand and follow instructions.
Organize and prioritize tasks.
Organize, sort, and shelve library materials.
Maintain library webpages and social media accounts.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Work experience in a public library is desirable.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed primarily in a standard office setting; incumbents may be required to work extended hours including evenings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.