

## TOWN OF CANTON

**TITLE:** Library Aide 1

**CLASS:** Non-Exempt / Non-Union

**DEPARTMENT:** Library

**DATE:** February 9, 2015

---

### **POSITION DESCRIPTION**

The Library Aid I position is responsible for varied technical and clerical support work in the areas of Circulation, Children's Services and Reference.

### **SUPERVISION RECEIVED**

The Library Aide I works under the general guidance and supervision of the Library Director.

### **ESSENTIAL JOB FUNCTIONS (EXAMPLES)**

- Staffs the Circulation Desk.
- Understands and is able to perform all jobs related to circulation of library materials, including but not limited to charging, renewing, discharging, registering borrowers, receiving and processing hold requests, and collecting and recording fines and fees.
- Staffs the Children's Room Service Desk and as required, the Information Desk.
- Responds to or routes questions from library users regarding materials, services, and facilities.
- Assists library users in locating materials.
- Shelves materials and shelf reads the collection.
- Empties the book drop and shifts books and audiovisual items, as directed.
- Straightens magazines, displays, furniture and collections, as needed.
- Operates copiers, fax machine, and other equipment.
- Perform additional tasks or duties as necessary and/or requested.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge and understanding of public library services, procedures, and techniques.
- Knowledge of library print materials, online resources and technology.
- Ability to interpret a variety of instructions furnished in written, oral, and electronic form.
- Demonstrated knowledge of Microsoft Office software (including Word and Excel) and use of the Internet.
- Knowledge and understanding of office procedures.
- Working knowledge of various office equipment such as personal computers, printers, copiers, facsimile machines and calculators.
- Ability to establish and maintain effective working relationships with employees, suppliers, service providers, town officials and the public.
- Ability to exercise sound, expert, independent judgment within general policy guidelines.
- Ability to communicate effectively, both orally and in writing.
- Knowledge and ability to analyze problems.
- Ability to initiate, organize and follow through on comprehensive programs and projects.

## **REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may be exposed to airborne particles. The employee will be required to provide his/her own transportation.

- Requires ability to sit at a desk or to stand and work continuously for extended periods of time.
- May require additional hours beyond regularly scheduled work day on occasion to meet cyclical workload.
- Ability to lift up to 35 pounds necessary to move loaded book trucks and office equipment.
- Works in library setting subject to frequent interruptions and background noises.
- Work includes extended periods of time viewing a computer video monitor and/or operating a keyboard.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from contact with public.
- Ability to concentrate on fine detail with constant interruption and to attend to tasks and functions for more than 60 minutes at a time.
- Ability to file correspondence, reports, etc. in file cabinet drawers ranging from 1 to 7 feet from the floor.
- Ability to move throughout the library.
- Ability to remember multiple tasks and assignments given to self and to others over long periods of time.

## **REQUIRED MINIMUM QUALIFICATIONS**

The skills and knowledge required would generally be acquired through completion of high school education. Bachelor's degree, strong computer skills and previous library experience preferred.

## **LICENSE OR CERTIFICATE**

Must possess a valid driver's license.

*NOTE: The above description is illustrative only and is not meant to be all-inclusive*

