



## CLASS SPECIFICATION

Class Code: 60005000  
Date Established: 07/1973  
Last Reviewed: 06/2021  
Last Revised: 06/2021  
Last Title Change:  
FLSA: non-exempt  
Probation: 6 months

### LIBRARY AIDE

#### **DEFINITION**

Under close supervision, performs a variety of routine work in support of library operations; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Education and/or experience that demonstrate the ability to read, write, follow oral and written instructions, and learn practices and procedures.

#### **LICENSE OR CERTIFICATE**

A valid driver's license may be required at the time of appointment.

#### **SUPERVISION EXERCISED**

Exercises no supervision.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Assist with sorting books, publications, and other library materials according to classification code; loading carts to prepare for shelving; and shelving returned materials, publications, and other items in proper sequence.

Assist with collection maintenance including, but not limited to, shifting, weeding, sorting, and adjusting shelves to accommodate materials.

Assist patrons with the basic operation of office and computer/mobile equipment, including email, Internet, library catalogue, databases, and common software programs.

Assist patrons in locating library materials; provide customer service, either directly or by referral to appropriate staff.

Assist with programs, events, decorating or creating displays, and other functions.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

##### **Knowledge of:**

Washoe County and Library System policies and procedures.

American Library Association library philosophy, practices, procedures, and techniques.

Collection maintenance practices.

Integrated Library Systems automated databases, software, and digital resources.

**Ability to:**

Work under close supervision to perform assigned work within established guidelines and policies.

Use multiple types of computer/mobile technology effectively.

Provide basic information by making appropriate use of available resources to satisfy customer needs.

**Entry Level** (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

**Knowledge of:**

Alpha and numerical filing as applied to sorting and shelving books.

Current computer/mobile technologies and use of the internet.

Circulation operations and procedures.

**Ability to:**

Shelve materials accurately and in a timely manner.

Participate in collection maintenance.

Communicate effectively, both orally and in writing, with people of diverse backgrounds.

Understand and follow oral and written instructions.

Maintain effective, cooperative, and productive working relationships with the public, division staff and representatives of other departments.

**SPECIAL REQUIREMENTS** (*Essential duties require the following physical skills and work environment.*)

Ability to sit for extended periods. Ability to frequently squat, bend, kneel, stoop, stand and walk. Using approved safety standards, ability to lift, push pull and move objects weighing up to 50 lbs. Normal manual dexterity and eye-hand coordination. Corrected hearing and vision to normal range. Verbal communications ability. Ability to work under conditions involving exposure to dust and odors. Ability to use necessary chemicals. Work is performed in a public service environment with continuous contact with staff and the public.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*