

LIBRARY AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing a variety of non-professional tasks in a library. The work consists mainly of assisting patrons and issuing or shelving books with a limited amount of clerical work involved. Supervision may be exercised over the activities of Pages or volunteer help. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Assists patrons in finding and using reference materials;
Assists patrons in checking out and in library materials;
Assists in preparing and setting up library displays and bulletin boards;
Shelves returned books, periodicals and other library materials;
Maintains records of circulation of library materials;
Makes minor repairs to library material and equipment;
May train and supervise Pages and volunteer help;
May type and file catalog cards, reports, and orders not requiring the services of a skilled typist.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND/OR ABILITIES AND PERSONNEL

CHARACTERISTICS: Good general intelligence; ability to establish good relationships with adults and children; interest in knowledge and reading materials; ability to acquire a working knowledge of library rules and procedures; ability to maintain discipline; good moral character; neatness; accuracy; tact and courtesy.

MINIMUM QUALIFICATIONS: Completion of eight years education AND two (2) years of experience dealing with walk up customers in a retail or service setting.

Town of Colonie
Personnel Officer
Amended 6/15/11
Reviewed 3/3/08
Amended 4/25/11