



POSITION DESCRIPTION

Title: Student Library Aide
FLSA: Non-Exempt
Grade: Grade I
Department: Youth Services
Reports To: Youth Services Manager

JOB SUMMARY

Under the general direction of the Youth Services Department Manager, or assigned Supervisor, and in harmony with the policies of the Library, the Student Library Aide performs routine work in the Library such as shelving, maintaining books and other library resources including the toy collection, and assisting staff with various duties as assigned. The Library Student Aide will be required to work evenings and some weekends.

ESSENTIAL FUNCTIONS

- Shelf materials, including books, audio books, magazines, puzzles and toys
- Maintain orderliness of book stacks
- Review arrangement of books on shelves and correct as necessary
- Assist patrons locating items as needed

OTHER DUTIES

- Perform light housekeeping tasks including, but not limited to, cleaning toddler corner.
- Clean toys.
- Clean and maintain books, materials and equipment as assigned.
- Assist with preparation of program materials as needed.
- Attend library and departmental meetings as scheduled.

KNOWLEDGE, SKILLS AND ABILITIES

- **Knowledge of** current general public library service, policy, standards, and procedures; general collection; and Dewey Decimal filing system.
- **Ability to** follow oral and written instruction; accurately sort by alphabetical, numerical, chronological or Dewey Decimal system order; shelve and retrieve library materials; read library shelves for order and neatness, job functions and employment communication; work in a team environment; use sound judgment; and work evenings and weekends.
- **Basic skills in** communication, written and oral, with both internal and external contacts; usage of office and communication equipment, including, but not limited to, computers, MS Office software applications and the Internet; cleaning and maintaining library books and materials; and prioritization and time management.

WORK ENVIRONMENT AND ESSENTIAL PHYSICAL ABILITIES

The *physical demands and work environment* of this position are typical of an interior/office work environment with limited physical effort required and no or very limited exposure to physical risk.

Essential physical abilities include:

- Sufficient *clarity of speech and hearing* or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Sufficient *vision or other powers of observations*, with or without reasonable accommodation, which permits close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- Sufficient *manual dexterity* with or without reasonable accommodation, which permits the employee to shelve books and other materials, operate a personal computer and related office equipment.
- Sufficient *personal mobility and physical reflexes*, with or without reasonable accommodation, which permits the employee to function in the context of the Library Assistant position to include but not be limited to: lifting, moving, stooping, bending, reaching, pushing and pulling fully-loaded book carts, lifting and carrying up to 30 pounds; prolonged standing and/or sitting; and the capability to travel independently. May be subject to repetitive motion.
- *Environmental conditions* include those risks normally associated within the context of an office environment and exposure to weather conditions when/if traveling on business and/or attending outdoor community events; exposure to some cleaning chemicals and solutions. The noise level is usually minimal.

EDUCATION AND EXPERIENCE

- Must be a student that is at least 14 years of age
- Must present a student work permit and a signed Memorandum of Understanding
- No experience required

The position description does not constitute an employment contract or agreement between the employer and employee. It covers the most significant duties to be performed, however it is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that may be required. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.