

CITY OF SALINAS

LIBRARY AIDE

BARGAINING UNIT/CLASS CODE:

SMEA / 112

DEFINITION

Under general supervision, perform routine clerical library work and a variety of duties to help prolong the life of library materials.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from higher-level library personnel.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Circulation Services Division: Shelf books, periodicals, video and audio cassettes in their proper locations. Deliver and/or pick-up materials from libraries and other city locations. Prepare returned books and other library materials for check-in; separate materials which belong to the other libraries and prepare for delivery; remove due date slips from all materials. Maintain shelves in a neat appearance; straighten shelves when necessary. Remove discarded materials from library collection. Inform supervisor of materials which are damaged or beyond repair. Assist in maintaining a neat appearance of the library; clean tables, circulation desk counter top and terminals. Check shelves and verify that materials have been shelved in the proper location. Assist in closing and securing the library. Promote and maintain safety in the work place.

Technical Services Division: Cover all new and old materials as assigned; place covered books and other library materials in the proper location for shelving. Reinforce book hinges. Attach security elements to collection items. Fasten pockets to books and other library materials as necessary. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read printed materials and distinguish colors; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, climb and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 25 lbs; may occasionally lift up to 40 pounds of books; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of book carts and supplies, lifting and transferring books from bins to carts and to shelves; reaching in all directions and occasional periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

The Dewey Decimal System and other systems used in filing library materials.

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LIBRARY AIDE (Continued)**

Ability to:

Follow oral and written instructions. Spell and file correctly. Establish and maintain effective relationships with others. Deal courteously and tactfully with the public. Effectively organize workload.

License or Certificate:

Possession of a valid California Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to graduation from high school/GED and one year of experience in filing procedures and working independently.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 10-92, REV: 2-94, REV: 2-97, REV: 07-06