

**POSITION DESCRIPTION
CITY OF ASHLAND, ALABAMA**

LIBRARY AIDE

CODE: 402

JOB DEFINITION

This position consists of work providing library services to the general public. Responsibilities include operation of the computer system, cataloging and shelving books and materials, and maintain records of library patrons. Work requires considerable contact with the public and requires interpersonal skills. Work is performed under supervision of the Library Director.

ESSENTIAL FUNCTIONS

- Perform assigned administrative tasks on a daily basis to include opening and closing library, turning on library computer system, and entering patrons into the computer database.
- Explain and interpret library policies and services to the public.
- Assist in explaining the use of computer facilities used to locate books.
- Process books by checking order list and removing accessions; bar code new books; type cards; and enter books into computer.
- Identify books which need repair; and cover and repair books and other materials as necessary.
- Provide services to patrons at circulation desk; process books and other materials being returned or checked out.
- Assist with children's program.
- Assist as needed with collections; serving patrons; answering questions or assisting with research request; and shelving library materials.
- Assist with summer reading programs.
- Perform related work as assigned or required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the principles, methods, and techniques of library science.
- Working knowledge of the reader interest levels, and of books and authors.
- Working knowledge of modern principles and practices of the operation of a library system.
- Working knowledge of the basic operations and practices of the publishing trade.
- Ability to explain the operations and services of the library system to the public and to conduct effective public relations.
- Ability to analyze library needs and to evaluate library services and equipment.
- Ability to express ideas clearly and concisely, orally and in writing.
- Ability to effectively operate and explain use of the library computer system and to assist patrons in the use of the system.

QUALIFICATIONS

- Any combination of experience and training equivalent to working knowledge and experience involving library work.
- Graduation from a senior high school or equivalent.
- Completion of continuing education courses in Library Science is highly desirable.