

**CITY OF ANADARKO
JOB DESCRIPTION**

TITLE: Library Aide
DEPARTMENT: Library
REPORTS TO: Library Director
FLSA STATUS: Non-Exempt

NATURE OF WORK

Under the supervision of the Library Director, this is an entry-level circulation work, requiring full time clerical and customer service duties. An employee in this class assists customers in issuing and receiving library material, providing information concerning library service and location books and publications. Assists in planning, set up and presentation of special programs and displays.

ESSENTIAL JOB FUNCTIONS

1. Assists patrons in locating desired materials and provides instruction in use of card catalog.
2. Prepares and types reference, book, and transaction cards.
3. Maintains books on shelves. Shelving books in proper places.
4. Circulates and checks in and out books, periodicals and audio-visual materials.
5. Handles money collected for overdue, lost books and other charges.
6. Acts as cataloger.
7. Schedules civic organizations into meeting room.
8. Lend and collect books, periodicals, videotapes, and other materials at circulation desks.
9. Enter and update patrons' records on computers.
10. Process new materials including books, audiovisual materials, and computer software.
11. Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas.
12. Locate library materials for patrons, including books, periodicals, tape cassettes, Braille volumes, and pictures.
13. Instruct patrons on how to use reference sources, card catalogs, and automated information systems.
14. Inspect returned books for condition and due-date status, and compute any applicable fines.
15. Answer routine inquiries, and refer patrons in need of professional assistance to librarians.
16. Maintain records of items received, stored, issued, and returned, and file catalog cards according to system used.
17. Maintain an awareness of proper safety procedures and guidelines, and apply these in performing daily activities and tasks.
18. Performs other tasks as assigned.

EDUCATION, TRAINING and EXPERIENCE REQUIRED

General educational level (typically high school diploma or equivalent) plus specialized coursework (e.g., bookkeeper, typing, business, vocational training, etc.). Generally 1-2 years of college is preferred or related work experience.

SUPERVISORY RESPONSIBILITY

No supervisory responsibility required.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED

Must have Library certification by the first year of employment.

PHYSICAL/MENTAL REQUIREMENTS

Must be able to use a computer with minimal level of proficiency, must be able to shelve books, and must be able to keep shelves in order. Must have a working knowledge of the library and be able to assist library patrons with circulation material. Must be able to operate video conferencing, projector, gaming system, microfiche machine, and other standard office equipment. Must be able to sit, stand, bend, stoop Must be able to push, pull, lift, and carry 25 pounds on a frequent basis, and greater weight on occasion

ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS

Generally physical surroundings are pleasant and comfortable, with little or no exposure to health hazard. Some outside yard work is required.

The above duties are general in nature and are not intended to reflect all of the duties which may be required of the incumbent.

LAST DATE OF REVISION: 04/23/2018

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Library Department position and I certify that I can perform these functions.

Applicant Signature _____ Date _____ Witness _____

*Management has the right to add or change these duties of the position at any time.