

08/03

City of San José
LIBRARY AIDE (PT) 6217

CLASS CODE: 6217		
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	FLSA STATUS: Non-exempt

CLASS SUMMARY:

Under immediate supervision, performs work of limited difficulty to support City of San José Library personnel in the unpacking, sorting, delivering, and shelving of library books and other materials. Performs other related duties.

DISTINGUISHING CHARACTERISTICS:

This class is an entry level classification designed primarily for individuals who work twenty (20) hours or less per week (typically 12-16 hours per week) and/or are less than eighteen (18) years of age. It differs from the next higher class of Library Page in its limited scope of duties primarily related to shelving books and other library materials; it also differs from Library Page which has more responsibility for customer service and direct interaction with library patrons while performing duties such as checking materials in and out at the circulation desk and collecting money from patrons. This classification may receive daily work direction from any higher level Library classification, but is typically supervised by a Sr. Library Clerk or Library Assistant.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Education and Experience:

No minimum education or experience required. Must be at least fourteen years of age.

Licenses/Certificates:

None required.

Minimum Knowledge, Skills and Abilities (position requirements at entry and depending on area of assignment):

- Ability to understand and follow simple oral and written instructions.
- Ability to communicate and work with the public.
- Ability to learn Library filing systems.
- Ability to operate computers.

Desirable Qualifications (depending on area of assignment):

- Knowledge of basic safety procedures.
- Ability to establish and maintain effective working relationships with co-workers and the general public.
- Knowledge of basic office procedures and equipment.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY
1.	Unpacks, checks in (i.e., scans bar codes), sorts and delivers library materials (such as mail, books, and materials received from branch libraries).	10%
2.	Re-shelves library materials according to library procedures and retrieves requested materials from shelves.	60%
3.	Prepares and searches for reserve lists.	10%
4.	Looks up information on the library automation system, such as correct call numbers.	As Required
5.	Assists in maintaining the appearance of the public facility by clearing tables, floors and other library areas of materials and straightening seating areas. May also assist others in activities related to opening and closing the facility.	5%
6.	May arrange, move, post and display library materials as instructed.	5%
7.	Monitors facilities to identify inappropriate customer behaviors; refers behavior problems to lead or supervisor.	5%
8.	Assists other library personnel engaged in such activities as tutoring at the homework centers or presenting community programs to the public by preparing materials and facilities, making copies, maintaining logs and records, issuing equipment and supplies and facilitating group or individual activities (which may require knowledge of a specific subject). May also assist tutors in helping students with homework assignments and instructing them on use of the computer (typically assigned to help tutor younger students).	5%
9.	Performs other duties of a similar nature or level.	As Required

PHYSICAL REQUIREMENTS

X	Climbing	X	Kneeling		Crawling
	Balancing	X	Lifting	X	Reaching
X	Stooping	X	Fingering	X	Standing
X	Talking	X	Grasping	X	Walking
X	Hearing		Feeling	X	Pushing
X	Crouching				

X *Medium Work*: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

CLASSIFICATION HISTORY

Established 08/03;s000