

## LIBRARY AIDE

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing a variety of non-professional tasks in a library. The work is carried out in accordance with established procedures and involves providing routine assistance to library users, helping children with library projects and performing routine clerical tasks. The class differs from that of Clerk in that the primary emphasis for Library Aide involves assisting library users, whereas the primary emphasis for Clerk is the performance of entry level office duties. Work is performed under the general supervision of a higher level employee. Supervision may be exercised over Youth Workers and students. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Provides assistance to library users in using equipment and the library facilities;

Aids library users in finding and using reference materials;

Assists students in preparing library projects;

May read to students;

May listen to student book reports;

In a library that has a museum, may provide assistance to museum visitors;

Assists in preparing and setting up library displays and bulletin boards;

Shelves returned books, records, magazines and other reference material;

Requisitions library and audio-visual material as needed;

May make minor repairs to library equipment;

May train new staff;

Issues and receives library material;

Maintains library cards and circulation files and answers routine inquiries;

May type and file catalog cards and correspondence, and perform other routine clerical duties not requiring skilled typing;

May use electronic data processing equipment in the course of performing various duties.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of the basic aims and services of a library; ability to understand and carry out oral and written directions; ability to establish and maintain a rapport with children and others; ability to write legibly; clerical aptitude; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from high school or possession of a high school equivalency diploma; **OR**
- B. One year of experience working in a library; **OR**
- C. One year of clerical experience; **OR**
- D. An equivalent combination of training and experience as indicated in A, B or C above.

ULSTER COUNTY  
4030 LIB AIDE  
Classification: Competitive  
OA

Adopted: July 17, 1990