



LIBRARY AIDE
CIRCULATION AIDE - LIBRARY

This job description is intended to present a list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.

DEFINITION

Under the direction and supervision of the Circulation Supervisor, performs a variety of assigned routine library tasks, including shelving materials, assisting at the service desks, and general patron assistance.

ESSENTIAL JOB FUNCTIONS

- Assists patrons at the Service Desk, including checking materials in and out, organizing returned materials on cart, collecting service charges, registering new patrons, placing holds on materials for patrons, searching for materials, and re-shelving media;
- Assists patrons with computer lab tasks, including using flash drives and printing;
- Shelves materials, including straightening shelves, shelf-reading and cleaning shelving areas;
- Performs opening and closing procedures, including turning computers on/off, checking restrooms and locking/unlocking doors;
- Empties the book drop, checks items in and organizes returned materials on carts;
- May help organize and arrange weeded and donated materials;
- May help process new materials as needed;
- May help clean discs and media as needed;
- Performs miscellaneous duties as assigned.

JOB STANDARDS/SKILLS

Requires a knowledge of the principles and practices of public libraries; understanding of computers and accompanying software and applications; knowledge of library collection classification or the ability to gain such, effective communication skills, and the ability to establish and maintain positive working relationships with employees and the public.

JOB LOCATION

Norfolk Public Library
308 Prospect Avenue

EQUIPMENT

Computer, printer, photocopier and scanner, self-checker, cash register, FAX machine, and other related library equipment.

NON ESSENTIAL FUNCTIONS

As assigned by supervisors.

PHYSICAL REQUIREMENTS

Key: N= Never O = Occasionally F = Frequently A= Always

	N	O	F	A
LIFTING			X	
TRANSPORTING		X		
PUSHING			X	
PULLING			X	
CLIMBING		X		
BALANCING		X		
STOOPING			X	
KNEELING			X	
CROUCHING		X		
REACHING		X		
HANDLING			X	
FINGERING			X	
FEELING			X	
TALKING			X	
HEARING				X
NEAR ACUITY				X
FAR ACUITY				X
DEPTH PERCEPTION				X
COLOR VISION				X
FIELD OF VISION				X
TASTING/SMELLING		X		

ENVIRONMENTAL CONDITIONS

	N	O	F	A
EXPOSURE TO WEATHER		X		
EXTREME COLD	X			
EXTREME HEAT	X			
WET AND/OR HUMID		X		
NOISE INTENSITY LEVEL		X		
VIBRATION	X			
ATMOSPHERIC CONDITIONS		X		
MOVING MECHANICAL PARTS	X			
ELECTRIC SHOCK	X			
HIGH EXPOSED PLACES	X			
RADIATION	X			
EXPLOSIVES	X			
TOXIC/CAUSTIC CHEMICALS		X		

POSITION:

STANDING: 50%
WALKING: 45%
SITTING: 5%

CONTROLS:

HAND-ARM: 80%
FOOT-LEG: 20%

STRENGTH LEVEL: 15-25 pounds