

JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT (LVCCLD)

JOB TITLE: Library Aide I, Library Operations

EXEMPTION STATUS: Non-Exempt

JOB CATEGORY: Service Workers

BARGAINING UNIT: Non-Supervisor

GENERAL SUMMARY:

Under direct supervision of the assigned supervisor, responsible for daily sorting and reshelving of library materials; operating branch library efficiency equipment; answering routine customer questions; teaching customers how to use common library resources like copy machines, or self-check stations; begins skill training in interfacing with a wide variety of internal and external customers to support general library operations like assisting with lending and collecting library material, registering new customers, issuing library cards, and assisting with customer accounts; participates in special programs; and performs a variety of transactional duties in accordance with established policies, procedures, and practices. Typically, reports to management level Library Operations position.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Sort and reshelve returned books, periodicals, and other materials.
2. Operate library efficiencies. (Basic)
3. Teach customers how to use library resources. (Basic)
4. Perform routine clerical tasks such as answering phones and organizing files, handling register.
5. Assists customers in the selection and location of the library collections, using Library of Congress Classifications. (Basic)
6. Participate in library programs.
7. Answer frequently asked questions from internal and external customers relative to branch layout, procedures and practices, and collections. (Basic)
8. Integrated Library System (ILS) and assist customers with checkout and check-in. (Basic)

CORE COMPETENCIES:

- Shelving library material
- Safely handling sort machine
- Customer service
- MS Word, Excel, & Outlook (Basic)
- Web conferencing
- Participating in general meetings, training, and events
- Assisting customers with self-check and copy machine (Basic)

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**• EDUCATION:**

Required: Completion of tenth (10th) grade in secondary education.

Preferred: NA

• EXPERIENCE:

Preferred: Entry level position, 6 months of customer service experience.

- **PHYSICAL REQUIREMENTS:** Although work is performed in an office setting, a limited amount of walking or standing is often necessary to carry out job duties. Tasks may involve frequent walking, standing, bending, reaching, stooping, and some lifting and carrying objects of moderate weight (20 - 50 pounds).

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of office procedures and of spelling, grammar, punctuation, and arithmetic.
- Ability to learn basic public library principles, practices, and techniques.
- Ability to learn the Library of Congress Classification System.
- Ability to process and handle confidential information with discretion.
- Ability to communicate effectively in both oral and written form.

DEVELOPED: December 6, 2023