

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

**JOB TITLE:** Library Aide II, Library Operations

**EXEMPTION STATUS:** Non-Exempt

**JOB CATEGORY:** Service Workers

**BARGAINING UNIT:** Non-Supervisor

### **GENERAL SUMMARY:**

Under general supervision, interfaces with a wide variety of internal and external customers to support general library operations and assists with lending and collecting library material; registering new customers; issuing library cards, and assisting with customer accounts; sorting and reshelving library materials; answering routine customer questions; teaching customers how to use library resources (Intermediate); offering collection development suggestions; helping plan and participate in library programs; and performs a variety of transactional duties in accordance with established policies, procedures, and practices. Typically, reports to supervisory level LO 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)
9. Answer frequently asked questions from internal and external customers relative to branch procedures and practices and collections. (Intermediate)
10. Operate library ILS and efficiencies. (Intermediate)
11. Register new patrons and issue library cards.

12. Handle interlibrary loans.
13. Helps plan and provides input in programs and outreach.
14. Assists patrons in the selection and location of the library collections, using Library of Congress Classifications. (Intermediate)
15. Provides collection development suggestions for weeding and participates in collection orders under the direct supervision.

**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:** High School Diploma or General Equivalency Diploma (GED).

**Preferred:** NA

• **EXPERIENCE:**

**Required:** Two (2) years of experience as a Library Aide I or equivalent position.

**Preferred:** NA

- **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.
- Knowledge of basic public library principles, practices, and techniques.
- Knowledge of the Library of Congress Classification System.
- Knowledge of Library District, branch, and department policies and procedures.

- Knowledge of the Library District terminology and functions.
- Knowledge of basic research techniques.
- Ability to process and handle confidential information with discretion.
- Ability to communicate effectively in both oral and written form.

**DEVELOPED: December 6, 2023**