



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Library Aide II

EXEMPTION STATUS: Non-Exempt

JOB CATEGORY: Service Workers

BARGAINING UNIT: Staff

GENERAL SUMMARY:

Under general supervision, interacts with a wide variety of internal and external customers to support general library operations and assists with lending and collecting library material; registers new customers; issues library cards and assists with customer accounts; sorts and reshelves library materials; answers routine customer questions; teaches customers how to use library resources; performs collection-maintenance duties; helps to plan and participates in library 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:

Essential Duties & Responsibilities of Library Aide I plus:

1. Intermediate support in:
 - a. Registers new customers and issues library cards.
 - b. Answers frequently asked questions from internal and external customers relative to branch procedures, practices, and collections.
 - c. Provides instruction in the utilization of library resources including printers, copiers, return machines, self-checks, scanners, etc.
 - d. Assists customers in the selection and location of library collections, using Library of Congress Classifications.
 - e. Assists staff and customers with cash register operation and recordkeeping.
2. Handles basic Interlibrary Loan requests.
3. Participates in planning and conducting library programs.
4. Helps plan and provides input on library programs and outreach.
5. Provides collection maintenance suggestions and participates in collection orders under direct supervision.

6. Operates intermediate Integrated Library Systems (ILS) and library resources including printers, copiers, return machines, self-checks, scanners, etc.
7. Performs other duties as assigned.

CORE COMPETENCIES:

Competencies of Library Aide I plus:

- MS Word, Excel, & Outlook (intermediate)
- Video conferencing (intermediate)
- Reference interview (basic)
- Interlibrary Loans (ILL; basic)
- PC Reservation software
- Cash register and cash handling (basic)
- Clerical and record-keeping (basic)
- Automated library systems
- Integrated Library Systems (ILS; intermediate)

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: High School Diploma, General Equivalency Diploma (GED), or equivalent.

Preferred: N/A

- **EXPERIENCE:**

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

Preferred: N/A

- **PHYSICAL REQUIREMENTS:** Although work is performed in a library 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 of objects of moderate weight (20-50 pounds).

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

KSAs of Library Aide I plus:

- Knowledge of basic public library principles, practices, and techniques.
- Knowledge of Library of Congress Classification System.
- Ability to perform basic search queries.

- Ability to exercise decision-making skills in dealing with customers and their accounts, including the collection and accounting of fines and fees.

DEVELOPED: December 6, 2023

UPDATED: April 23, 2025