



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Library Aide I

EXEMPTION STATUS: Non-Exempt

JOB CATEGORY: Service Workers

BARGAINING UNIT: Staff

GENERAL SUMMARY:

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

1. Sorts and reshelves returned books, periodicals, and other materials.
2. Provides basic support with:
 - a. Assists customers with check-out and check-in.
 - b. Performs Integrated Library System (ILS) functions and library resources including printers, copiers, return machines, self-checks, scanners, etc.
 - c. Answers frequently asked questions from internal and external customers relative to branch procedures, practices, and collections.
 - d. Assists customers in directional transactions such as the selection and location of the library collections using Library of Congress Classifications.
 - e. Provides instruction in the utilization of library resources including printers, copiers, return machines, self-checks, scanners, etc.
3. Provides support for library programs.
4. Performs routine clerical tasks such as answering phones and organizing files
5. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer service
- MS Word, Excel, & Outlook
- Video conferencing
- Integrated Library Systems (ILS; supervised): creating library cards and assisting with accounts, placing holds
- Collection maintenance
- Public service ethics

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:**

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

Preferred: N/A

- **EXPERIENCE:**

Required: N/A

Preferred: 6 months of customer service experience.

- **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:

- Knowledge of basic office procedures, and basic 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 learn Integrated Library Systems (ILS).
- Ability to process and handle confidential information with discretion.
- Ability to communicate effectively in both oral and written form.
- Ability to maintain effective interpersonal relationships.

DEVELOPED: December 6, 2023

UPDATED: April 23, 2025