



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Library Assistant

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 including youth, teens, adults and seniors to support general library operations; provides reference, reader's advisory, and periodicals services for the assigned department by searching files, automated library systems, and library shelves to locate requested items or materials; and performs a variety of transactional duties in accordance with established policies, procedures, and practices. May perform charge duties as required. Typically reports to management-level Library Operations position. Acts as Person-in-Charge as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Essential Duties & Responsibilities of Library Aide II plus:

1. Provides public service including checking library materials in and out, maintaining customer accounts in the collection of fines and fees, and registering and issuing library cards.
2. Conducts reference interviews.
3. Directs customers to the general location of library materials and library equipment.
4. Promotes library programs and collections to customers.
5. Answers inquiries of a nonprofessional nature and refers customers requiring professional assistance to branch leadership.
6. Participates in planning and conducting library programs.
7. Assists customers with electronic resources and devices.
8. Ensures that the calendar of programs, activities, and events for the department is maintained.
9. Assists customers in scheduling and use of equipment, meeting rooms, and spaces when appropriate to the department.
10. Processes and handles confidential information with discretion.
11. Performs basic maintenance or repair on library equipment.

12. Assists with collection development activities such as reading reviews, ordering library materials, and weeding collections.
13. Maintains compliance with Library District, branch, and assigned department policies and procedures and explains policies and procedures to customers and staff.
14. Performs other duties as assigned.

CORE COMPETENCIES:

Competencies of Library Aide II plus:

- MS Office suite and general computing software and equipment
- Cash register and cash handling
- General building maintenance

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:**

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

Preferred: Bachelor's Degree in Liberal Arts or related field.

- **EXPERIENCE:**

Required: Six (6) months customer service and cash handling experience.

Preferred: Six (6) months customer service and cash handling experience, and three (3) months formal experience working with adults, children and/or teens, based on the assigned department, in a library or academic setting.

- **CERTIFICATION:**

Required: Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

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 II plus:

- Knowledge of current literature, trends, and developments, especially those pertaining to reference, reader's advisory, and periodical services for the assigned department.
- Knowledge of basic public library principles, practices, and techniques.

- Knowledge of automated library systems, online tools and resources, and the internet.
- Ability to perform intermediate search queries.
- Ability to engage partners and generate programming.

DEVELOPED: July 1, 1995

UPDATED: April 23, 2025