

TOWN OF CANTON

TITLE: Library Aide II **CLASS:** Non-Union

DEPARTMENT: Library **DATE:** July 16, 2012

POSITION DESCRIPTION

The Library Aide II provides technical and clerical assistance to library staff and to the public. The position is responsible for providing general library services, including but not limited to reference services, technical services, children's services, cultural programming, publicity, and circulation services.

SUPERVISION RECEIVED

The Library Aide II works under the general guidance and supervision of the Library Director.

ESSENTIAL JOB FUNCTIONS (EXAMPLES)

- Plans and organizes work according to standard office and library procedures
- Provides general reference services using both print materials and online resources
- Provides readers' advisory service
- Instructs patrons in the use of the collection and the public catalog
- Assists with interlibrary loan and collection development
- Assists in developing educational and cultural programs
- Creates promotional brochures and program flyers and assists with all forms of library publicity
- Assists with processing collection materials for acquisition and withdrawal
- Assists with maintaining the database of library materials
- Assists with circulation services
- Assists with maintaining library equipment, including but not limited to computers, printers, and copiers
- Monitors patrons and building use and ensures library policies are complied with
- Attends professional meetings and keeps informed of current trends and developments impacting the library

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and understanding of public library services, procedures, and techniques
- Knowledge of library print materials, online resources, and technology
- Ability to interpret a variety of instructions furnished in written, oral, and electronic form
- Demonstrated knowledge of Microsoft Office software (including Word and Excel) and use of the Internet
- Knowledge and understanding of office procedures
- Working knowledge of various office equipment such as personal computers, printers, copiers, facsimile machines, and calculators

- Ability to establish and maintain effective working relationships with employees, suppliers, service providers, town officials, and the public
- Ability to exercise sound, expert, independent judgment within general policy guidelines
- Ability to communicate effectively, both orally and in writing
- Knowledge and ability to analyze problems
- Ability to initiate, organize, and follow through on comprehensive programs and projects

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will be required to provide his/her own transportation.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Requires ability to sit at a desk or to stand and work continuously for extended periods of time
- Ability to communicate effectively in both oral and written form
- May require additional hours beyond regularly scheduled work day on occasion to meet cyclical workload
- Ability to lift up to 25 pounds necessary to move loaded book trucks and office equipment
- Works in library setting subject to frequent interruptions and background noises
- Work includes extended periods of time viewing a computer video monitor and/or operating a keyboard
- Ability to work under stress from contact with public, demanding deadlines, and changing priorities and conditions
- Ability to concentrate on fine detail with constant interruption and to attend to tasks and functions for more than 60 minutes at a time
- Ability to remember multiple tasks and assignments given to self and to others over long periods of time

REQUIRED MINIMUM QUALIFICATIONS

The requisite knowledge and skills generally would be acquired with a high school diploma and a minimum of 2 years' work experience in a public library; or any equivalent combination of education and experience. A bachelor's degree is preferred.

NOTE: The above description is illustrative only and is not meant to be all-inclusive.

I understand that nothing in this position description restricts the Town of Canton's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the town administration's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor, and I fully understand the nature and purpose of this position description and its related duties.

Employee _____ Date _____

Supervisor _____ Date _____