City of Inglewood Job Description
Class Code: 108

LIBRARY SUPPORT AIDE

DEFINITION

Under close supervision, re-shelves, unloads and retrieves books from auto page, picks up books, straightens shelves, cleans work area and provides services to Library patrons.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class. **Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.**

TASKS

Reshelf, unloads and retrieves books from auto page, pick up books, straightens shelves and cleans work area; rearranges books on shelves; retrieves books from stack area for call slips; applies labels for categorizing; covers books with a protective cover; prepares, maintains, or disposes of new and old magazines; and repairs damaged books and other library materials by gluing, rebinding and taping torn pages.

Monitors library activity for security issues; assists public with computer access and printing papers; greets patrons and answers phones; assists patrons with locating study rooms; and provides customer service to library patrons; enforces library policies and procedures to the public.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of City and Department policies and procedures

Knowledgeable of the principles of organization within a Library

Knowledgeable of books and materials maintenance

Knowledgeable of customer service techniques and concepts

Skilled in providing and following oral and written instructions

Skilled in establishing and maintaining positive and productive working relationships with internal and external customers

Ability to perform essential duties independently or without supervision

Ability to effectively communicate verbally and in writing in English to all levels of staff

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 50 pounds. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

No previous work experience is required. Must demonstrate the ability to read, write and speak in the English language and possess the ability to file or learn to file alphabetically and numerically. Must be able to understand and follow written and oral instructions.

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