

**Job Title:** Library Aide

**Direct Supervisor:** Library Aide Supervisor

**Job Classification:** AG1

**FLSA Status:** Non-Exempt

**Core Functions:**

- Sort and shelf library materials by Dewey Decimal number and alphabetical order
- Read book shelves to ensure that materials are in order
- Straighten shelves and shift materials as required
- Retrieve materials from storage areas
- Retrieve materials for the CLEVNET Pull List
- Other related duties as assigned

**Knowledge and Skills:**

- Ability to read and shelf library materials both alphabetically and using the Dewey Decimal Classification System
- Must be accurate and attentive to detail
- Ability to follow directions and complete assignments in a timely fashion
- Ability to communicate effectively and work with Library patrons and staff
- Ability to organize tasks and make responsible decisions, and to work with minimal supervision

**Qualifications:**

- High School graduate or equivalent; OR current high school junior or senior-level student
- Physically capable of grasping and lifting library materials

**General Requirements:**

- Have and maintain good interpersonal and communication skills
- Maintain a tolerance and sensitivity to the needs of Library patrons and staff
- Maintain a positive attitude and work cooperatively with others
- Know and enforce Library policies and procedures
- Support the Library's mission within the Library and the community
- Be flexible with regards to scheduling
- Be in adequate physical condition to fulfill job requirements