(2) STUDENT LIBRARY AIDE

PART-TIME POSITION OPEN

(Grade A)

**Basic Function:**

Performs routine and nonprofessional work in the Library such as shelving, processing and maintaining books and other library materials in proper order.

**Distinguishing features of the Class:**

This classification performs routine work in shelving, circulating and processing library materials in a safe and efficient manner.  Some basic clerical work is performed as well. The work follows established practices and patterns, and close supervision is provided whenever special assignments are given.

**Characteristic Duties and Responsibilities:**

Sorts, alphabetizes, shelves, and retrieves library materials.  Retrieves items on send item lists and withdraws discarded materials.  Reads library shelves for order and neatness.

Prepares library materials for circulation and delivers to appropriate area.

Keeps room and areas and some equipment in orderly condition.  Checks in newspapers and periodicals.

Loads and unloads books from carts, and/or bookdrop to be delivered to proper areas.

Performs basic, routine typing and filing tasks.

Assists children's programs presenter in preparation of program materials and maintaining order among program participants.  Performs minor repairs to library materials.

**Knowledge, Skills and Abilities:**

Ability to alphabetically and numerically (decimal) file accurately, and perform simple clerical work; tact and courtesy; ability to work in a team environment; good judgment.

**Education, Training and Experience:**

Requires a high school education or equivalent with the ability to follow oral and written instructions, complete forms, and understand and communicate non-complex instructions.  Must be enrolled at least half time in a high school, vocational, trade school, or college program of study. Filing Test Required. Applicants must complete LPLS application.

**Supervisor:**Branch Manager - Avon

**Other:**

Part-time position, up to 15 hours each per week.  Schedule will include daytime, evening and weekend hours and may include six day workweek and split shifts. Student Library Aides must be at least 16 years of age and be enrolled at least half time in a high school, vocational, trade school, or college program of study.  Verification of student status may be required.  Library experience desirable.  Filing Test Required. (contact Branch Manager for an appointment.) Applicants must complete LPLS application.

**Closing Date for Applications:**  Until filled.