

**CITY OF HAINES CITY
JOB DESCRIPTION**

DEPARTMENT: LIBRARY
REPORTS TO: LIBRARIAN II

LIBRARY AIDE

GENERAL DESCRIPTION:

This is a clerical/circulation position in the public library. Assignments are received in general terms. Work performance is evaluated by observation of results obtained.

ESSENTIAL FUNCTIONS:

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Checks in/out books – shelving – shelf maintenance.

Phone services.

Collection of fines and fees.

Computer research for patrons.

Patrons aid.

Performs non-essential duties as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE, ABILITIES, AND SKILLS:

Ability to type and use library computerized circulation system. Working knowledge of business English, spelling, math and office practices. Ability to understand and carry out oral and written instructions. Ability to meet and deal effectively with the general public; and use tact, good judgment and confidentiality. Must be physically capable to perform essential functions as required.

TRAINING AND EXPERIENCE:

Graduation from high school or GED, including or supplemented by courses in typing/word processing. Some experience with computers preferred. Some experience in clerical or general office work preferred.

Revised December 2006