

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3436

**TITLE:** LIBRARY AIDE

**GRADE:** S-13

**DEFINITION:**

Under general supervision, assists the public at the circulation desk in a branch library and assists with maintenance of the library collection; performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Library Aide is distinguished from the Library Assistant I in that the Library Aide does not typically act in a lead or supervisory capacity, whereas Library Assistant I performs entry level work in supervising circulation functions and personnel.

**ILLUSTRATIVE DUTIES:**

Responds to the needs of library customers at the circulation desk;  
Charges and discharges library materials; processes delivery and book drop returns;  
Issues library cards and maintains customer accounts;  
Informs customers of library services, policies, procedures, and resources;  
Resolves customer issues within established guidelines;  
Collects and accounts for fines and other monies;  
Assists customers in the use of library equipment, e. g. copiers, printers;  
Answers directional questions and refers customers to the information desk as appropriate;  
May retrieve and process daily circulation reports;  
May recommend reading materials to customers;

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the Library's operating procedures;  
Knowledge of English grammar, spelling, and punctuation;  
Knowledge of word processing and computer applications;  
Ability to operate the Library's automated circulation system;  
Ability to learn and independently use office equipment, including software suites and specialized databases;  
Ability to operate copiers and other library equipment;  
Ability to perform basic arithmetic;  
Ability to establish and maintain good working relationships with others;  
Ability to exercise tact, good judgment, and initiative;  
Ability to understand and follow oral and written instructions;  
Ability to communicate orally in English with customers and staff;  
Ability to perform repetitive hand, arm, wrist and shoulder movements;  
Ability to stoop, bend and stretch;  
Ability to stand for two hours at a time.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:  
High school graduation or possession of a G.E.D. issued by a state department of education;  
PLUS

One of the following:

- 6 months of full-time experience or the equivalent amount of part-time experience (i.e., 2 years as a 10-hour Page) working or volunteering in a library; or
- 1 year of full-time experience or the equivalent amount of part-time experience providing customer service

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

REVISED:	July 14, 2006
REGRADED:	July 8, 2006
REGRADED:	July 1, 2005
REVISED:	February 23, 2004
REVISED:	March 16, 1999
REVISED:	October 3, 1994
REVISED:	April 22, 1985