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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : LIBRARY AIDE
Code: 310005 NKF
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GENERAL STATEMENT OF DUTIES

Assists professional librarians in certain specialized aspects of library work; performs related duties as required.

COMPLEXITY OF DUTIES

Under direct supervision performs subprofessional duties requiring resourcefulness and creativity in working with people.

TYPICAL DUTIES

1. Assists library patrons in selecting books, records, periodicals, films and other materials.
2. Acquaints children with the library and its facilities; may read stories to children.
3. Assists in planning and organizing exhibits.
4. Collects and maintains materials relating to field of specialty, such as audio-visual equipment, story telling, local history.
5. Interviews people knowledgeable in local history or other areas of interest.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of specific field where specialized duties are involved.
2. Knowledge of library routines.
3. Ability to establish good relationships with people of all ages.
4. Ability to conduct interviews.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school.

NOTE: Experience and/or training in a particular field where specialized duties are involved may be substituted for high school on a year-for-year basis up to a maximum of two years.

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