



**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

---

**TITLE: LIBRARY AIDE**

**DEFINITION:** Under direct supervision, performs a variety of routine duties in the library system.

**REPORTS TO:** Varied

**EXAMPLES OF DUTIES:**

- Prepares books and library materials for circulation;
- Repairs, labels and tattletapes books, materials and equipment;
- Operates laminators, paper cutters, drill presses, binding machines, staplers, and other equipment;
- Types simple reports, labels and forms;
- Operates office machines such as typewriter, copier and CRT;
- Sorts, files and shelves books, documents, periodicals, films, and recordings;
- Prepares, sorts, collects, and delivers mail;
- Assists with filling supply orders;
- Assists with inter-branch delivery;
- May maintain simple statistical records;
- Performs other related duties as required.

**MINIMUM REQUIREMENTS:**

Experience equivalent to six months of full-time clerical experience involving significant amounts of alphabetical and numerical filings;

Ability to effectively communicate both orally and in writing, follow both verbal and written directions, and to type 20 net words per minute;

Ability to lift up to 40 pounds and maneuver book trucks;

Willingness to work part-time and irregular schedules, including evenings and weekends;

Valid motor vehicle operator license may be required at time of appointment.

**HISTORY:**

Established 07/01/84

Revised 02/26/85, 07/16/86, 05/10/88

Approval/Adoption Dates: 05/10/88 - Human Resources Department  
06/15/88 - Civil Service Commission