

LIBRARY PAGE

DEFINITION

To shelve and file books and other library materials and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry level class of the Library Page series. Incumbents typically have little related work experience and work under immediate supervision while learning job tasks. This class is distinguished from the Senior Library Page in that the latter performs clerical procedures of moderate difficulty and provides lead direction and on-the-job training to Library Pages. The Senior Library Page also assigns and schedules Library Pages to perform simple, routine projects and checks to ensure their completion. Additionally, the Senior Library Page also appraises quality and quantity of the work output of Library Pages.

SUPERVISION RECEIVED

Direct supervision is provided by Library Supervisory Staff and lead direction may be provided by a Senior Library Page.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES

Shelves books, periodicals, videos, cassettes, magazines and reference material in alphabetical or numerical order.

Empties book return box and checks in library material on the computer.

Performs general clerical tasks such as typing, copying, making posters and reviewing shelved material to ensure numerical and alphabetical order.

Assists in library programs.

Retrieves magazines and other library materials upon request.

Prepares library material for security system.

Delivers and distributes books and runs errands.

Cleans and mends books.

ESSENTIAL DUTIES (Continued)

Assists in securing library at closing time.

Assists customers in Technology Center.

May drive City vehicles to deliver and pick up supplies, books and mail.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Customer service practices and techniques.

Mathematics, English usage and spelling.

Ability to:

Perform simple clerical procedures including alphabetical and numerical sequencing of materials.

Follow oral and written instructions.

Work well with a diverse population.

EXPERIENCE AND EDUCATION

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

None

Education:

Enrollment in or graduation from high school or equivalent.

Licenses and Certificates:

Special assignments require possession and maintenance of a valid California Class C Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical ability to: Work in an indoor environment; safely drive to various locations; grasp, perform repetitive hand movements and fine coordination to prepare documents using a computer keyboard and mouse/trackball, use standard office equipment; sit, stand, walk, reach, twist, turn, kneel, bend, squat and stoop in the performance of daily library activities; reaching over head for the shelving of materials and the pushing and pulling of book carts; converse by telephone, in person, and to small or large groups and be clearly understood; interact with the public and all different levels of City staff in a professional manner; and safely lift, carry and maneuver books, office supplies and equipment, or documents weighing up to fifty (50) pounds. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: Six months

198CS94

Created: March 1959

Revised: May 2013

APP GROUP: 16

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt