

SENIOR LIBRARY PAGE

DEFINITION

To provide limited direction and instruction to Library Pages and to perform special jobs requiring judgment and knowledge of library procedures.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class of the Library Page series. Incumbents will perform the full range of duties for this class independently and with little supervision, in addition to duties normally required of a Library Page. Work in this class is distinguished from that of a Library Page by the increase in supervisory responsibilities and by the greater independence with which an incumbent is expected to work. 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.

SUPERVISION EXERCISED

Incumbents provide lead direction and on-the-job training to Library Pages.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Performs duties normally required of Library Pages.

Assists in training of new Library Pages and evaluates performance and work output.

Assigns and schedules Library Pages to perform simple, routine projects and checks to insure their completion.

Provides lead direction to Library Pages engaged in team or group projects.

Performs special Library Page assignments requiring a degree of judgment and knowledge of library procedures.

ESSENTIAL DUTIES (Continued)

Using City vehicle delivers or picks up books, mail or supplies from Branch Library, City Center or vendors.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Customer service best practices and techniques.

Mathematics, English usage and spelling at 12th grade proficiency or higher.

Library Page duties and procedures.

Ability to:

Perform clerical procedures of moderate difficulty.

Follow written or oral instructions.

Work well with a diverse population.

Effectively appraise quality and quantity of the work output of persons engaged in routine clerical and page procedures.

Communicate effectively.

Direct and train Library Pages.

EXPERIENCE AND EDUCATION

Any combination equivalent to 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: Twelve months experience in the performance of library clerk or page duties.

Education: Enrollment in or graduation from high school or equivalent.

Licenses and Certificates: Special assignments may require possession and maintenance of a valid California 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

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Revised: May 2013

AAP GROUP: 16

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt