



JOB DESCRIPTION

LIBRARY PAGE [PT] (*approximately 12 to 19 hrs. per week)

DEFINITION

Under general supervision, performs a variety of duties related to the checking-in, shelving and arranging of library materials.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Sorts and shelves books and other library materials according to numerical and alphabetical order.
2. Clears tables of books, magazines and other library materials; empties book drops.
3. Keeps library neat and orderly; maintains materials in order on shelves.
4. Checks-in library materials.
5. Lifts, carries, packs and unpacks library deliveries and donated books.
6. Inspects videos and other recordings for damage.
7. Performs simple custodial and messenger duties.
8. Searches for specific materials to fill patron requests.
9. Assists in processing books and other library materials.
10. Moves chairs, tables and equipment to set up library for meetings and special events.
11. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.

QUALIFICATIONS/GUIDELINES

Education and/or Experience

Completion of two years of high school and minimum age of 16 with work permit.

Knowledge, Skills and Abilities

Knowledge of library procedures; interest in people and library materials; ability to understand and follow verbal and written directions; sort and file alphabetically and numerically; establish and maintain cooperative working relationships; work part-time hours including Saturdays, Sundays and evenings.



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SPECIAL REQUIREMENTS

Possession of or ability to obtain appropriate California identification or driver's license and a satisfactory driving record; lifting of boxes, equipment and furniture weighing up to 50 pounds; pushing book cart weighing up to 200 pounds.

ESSENTIAL ELEMENTS

Physical Demands

Sitting, walking, reaching, grasping, lifting, manual dexterity, clear speech-complex and clear-seeing; physical ability to lift books, climb step stools, push book trucks, bend and stoop to shelve books on bottom shelves, and see call numbers on bottom and top shelves.

Stress Factors

Some pressure in assisting the public.

Work Environment

Work with the public and staff; verbal contact.

Mental Requirements

Reading complex, writing complex, analyzing, perception/comprehension and judgment.

Equipment

Computer, keyboard, photocopier, micrographic equipment and automated circulation equipment.