EMPLOYMENT OPPORTUNITY

LIBRARY PAGE

(*Part- time up to 19 hrs. per week, hours may vary from week to week)

Salary Range $12.31 - $14.97/Hourly
Part-Time w/No Benefits
Application Deadline: 5:00 pm, April 17, 2015

For application materials visit our website at www.RanchoMirageCA.gov or call (760) 324-4511.
(Completed City Application Form required; no facsimiles or e-mail sent/received in this recruitment.)

CLASS SUMMARY

This class is the first level in a six level Library Series. As assigned, incumbents are responsible for shelving Library materials; assisting with inventory and warehousing activities; and providing general support related to Library events and materials.

EXAMPLES OF ESSENTIAL DUTIES

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

1. **Shelves books and other library materials in the appropriate location and order within the library collection.**

2. **Receives and processes returned materials; inspects all items for damage or missing parts; prepares books for delivery to other agencies.**

3. **Maintains the library and its collection by retrieving and shelving materials used in the library and in the stack and study areas. Arranges tables, chairs and equipment for meetings, programs and special events.**

4. **Searches collection for library materials from patron request lists such as reserves and missing items.**

5. **Logs in receipt of new magazine issues and prepares for display; Retrieves book donations from public holding area.**

6. **Adds postage to packages and envelopes; delivers to the post office.**

7. **Program set ups – moving tables, chairs and other Library equipment.**

8. Performs other duties of a similar nature and level as assigned.

QUALIFICATIONS/GUIDELINES

Education and/or Experience

High School Diploma or GED and 1 year customer service related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge of

- Basic library functions and methods of organization;
- Basic filing and sorting procedures;
- Modern office equipment.

Skill In

- Gathering, sorting and organizing materials in alphabetic, numeric or alphanumeric order;
- Processing returned library materials;
- Shelving of library materials;
- Searching and retrieving materials from library collections;
- Maintaining orderliness;
- Providing customer service;
- Utilizing a computer and relevant software applications;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public and others to sufficiently exchange or convey information and to receive work direction.

ADA and Other Requirements

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Licensing/Certifications

- **Possession or ability to obtain an appropriate California driver's license and a satisfactory driving record.**