

LIBRARY PAGE
PART TIME, TEMPORARY

DEFINITION

To perform a variety of duties related to performing basic clerical and/or technical library functions.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Assist customers with circulation services, use of public computers and copier, locating library materials and promoting library programs.

Register customers and collects payments for Parks, Recreation & Libraries classes and events.

Shelve, sort, shift, and file library materials and deliver them to the proper sorting area following established procedures.

Check materials in and out; bring damaged materials to the attention of a supervisor.

Use office equipment and personal computer to perform simple clerical tasks.

Promote and enforce safety procedures;

Assist with program and event delivery; set up and take down; check in program participants; distribute program materials.

Build and maintain positive working relationships with co-workers, other City employees, volunteers and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern office equipment, computer hardware and software.

Basic math and English usage, spelling, grammar, punctuation, alphabetizing and indexing.

Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

Ability to:

On a continuous basis, sit at desk and/or stand at counter for long periods of time; bend, twist and reach, stoop, kneel and squat while shelving, opening boxes or moving equipment. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; set up booths, hang banners, move tables, chairs and carry supplies; lift or carry weighing of 45 pounds or less.

Make accurate mathematical computations.

Write and use a keyboard to communicate and enter data and maintain accurate and up-to-date records.

Use carts to move library materials.

Retrieve materials from high/low shelves.

Assist in training library pages and volunteers.

Understand and translate City and Library policies and practices into everyday working practices; make sound decisions with solid problem solving methods.

Communicate effectively, concisely, and tactfully with customers and staff both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Understand and carry out written and oral directions.

Learn to identify problems regarding the facility and programs; refer difficult problems/irregularities for more advanced attention and recommend possible solutions.

Respond to emergency situations in a calm and effective manner.

Experience and Training

Experience:

No experience required. Six months of general customer service experience or the equivalent in library employment is desirable.

Training:

Equivalent to the completion of the eleventh (11th) grade or sixteen (16) years of age.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Note: Minors may have preclusions or restriction in duties assigned pursuant to 29 CFR § 570.

12-21-18

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06-24-15

08-08-14

07-04-09

12/01/04

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03-10-82

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