

Library Page

Purpose of the role:

Under supervision, performs general clerical and routine tasks that assist in maintaining the library collection and public areas of the library; and performs related duties as assigned.

Distinguishing Characteristics:

The Library Page is an entry-level class in the non-professional Library series providing general clerical and routine tasks to support library operations. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to other Library classes. Positions at this level exercise less independent discretion and judgment in matters related to work procedures and methods than other library positions. Work is usually supervised while in progress and/or fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience and proficiency are gained, assignments become more varied and may require the use of judgment and independence within clearly established guidelines.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Under close supervision, performs clerical and routine tasks that assist in maintaining the library collection and public areas of the library.
- Responsible for shelving library materials in proper order and location. Sorts and maintains books on shelves, unpacks boxes, assists with processing of materials and assists with sorting of donations.
- Performs daily routine tasks that help to keep the library facility and collection in order.
- Cleans audio-visual software. May mend books and periodicals and clean and maintain video and audio tapes.
- Helps with the presentation of a variety of library programs.
- Performs basic clerical duties.
- May work at microfilm retrieval desk retrieving specific issues of periodicals or newspapers per patron request.
- May work at Internet Desk taking identification, signups, logging patrons using the terminals, and enforcing time limits.
- Assists library staff and performs special project activities as assigned.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

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| Desired Minimum Qualifications: | <u>Knowledge of:</u> <ul style="list-style-type: none">• Basic office etiquette.• Basic principles and uses of business English.• Basic office practices and procedures. |
| | <u>Ability to:</u> <ul style="list-style-type: none">• Alphabetize materials.• File by the Dewey Decimal System.• Communicate clearly and effectively orally.• Understand and follow written and oral work instructions.• Establish and maintain effective working relations with library employees, patrons and others encountered in the course of work. |

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| Competencies: | <ul style="list-style-type: none">➤ Results Oriented➤ Customer-Focused➤ Accountable➤ Problem Solver and Decision Maker➤ Planner and Organizer➤ Interpersonally Effective➤ Technically Knowledgeable |
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Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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| Education and Experience Guidelines: | <u>Education:</u> Must be at least 14 years of age, as required by U.S. Department of Labor; previous library experience is desirable. |
| | <u>Licenses; Certificates; Special Requirements:</u> If 17 or under, must provide "Permit to employ and work" document for City file. |

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

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| Physical and Environmental Conditions: | <p><u>Physical:</u> The ability to lift, drag, push, and pull files, book carts, stacks of books, or other materials weighing in excess of 25 pounds. When emptying book bins or stacking and retrieving books from shelves incumbents must reach and lift books repetitively. May involve long periods of standing when stacking/retrieving books. Vision: Requires near vision in reading correspondence, publications, statistical data and using a computer.</p> <p>Hearing: Hear in the normal audio range with or without correction.</p> |
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Environment: Standard office setting; regular interaction with co-workers and Library patrons.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 5/3/02

Date Revised: