

LIBRARY PAGE

Definition:

Under varying levels of supervision performs a wide variety of routine, non-technical library duties and performs related work as required.

Class Titles

~~Library Page I~~

~~Library Page II~~

Essential Duties and Responsibilities:

~~The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.~~

~~The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the series include the following:~~

Sorts and shelves incoming books, videos, compact discs and other library material.

Arranges and maintains a variety of library material in order on shelves.

Clears library tables and bookshelves of unused or misshelved books and other library material.

Operates a personal computer and/or a computer terminal and uses applicable software to enter and retrieve data, check materials in and out of the Library and update related records.

Picks up and delivers library mail, materials, supplies and other items and empties book return bins.

Unpacks shipments of library materials and supplies

Performs basic maintenance and cleaning of library equipment.

Assists with the processing of library materials.

Assists patrons with library computer usage, at a front counter/public desk and/or in the stacks depending on area assigned.

Prepares conference rooms for meetings, library programs and community gatherings; moves and arranges furniture (e.g. tables, chairs, podium) into specified configuration.

— Lifts and moves boxes of books, library supplies, shelving, furniture, meeting room set-up materials and related items weighing 50 pounds or less and pushes and/or pulls a loaded book cart.

Other Duties and Responsibilities:

— ~~Performs other projects/tasks as assigned.~~

Drives a vehicle on City business depending on area assigned.

Class Characteristics:

Library Page ~~I/II~~ is a multi-incumbent, non-regular series in the Library Department with duties related to the support of a variety of library activities. ~~Library Page I's perform assigned tasks under direct supervision. Library Page II's perform assigned tasks under general supervision, have wider responsibilities and more difficult duties than a Library Page I's and may assist in the training of Library Page I's.~~

Bargaining Group: Not Represented

Contacts and Relationships:

~~A Library Page I/II establishes and maintains contact with staff in the Library. Additional contact will occur with the public/library patrons.~~

Qualification Guidelines:

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

~~The knowledge and abilities which are required to perform the duties and responsibilities of this series are as follows:~~

Knowledge of:

Basic library or office functions and practices

English usage, syntax, and spelling, grammar and punctuation.

Modern office procedures.

Techniques for providing a high level of customer service, by effectively dealing with the public and Agency staff.

~~Computer applications related to area assigned.~~

Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed

AND

Ability to:

Learn, understand and apply library procedures.

Communicate clearly and concisely using appropriate English grammar and syntax.
~~Communicate effectively orally.~~

Understand and carry out oral and written instructions.

Perform repetitive tasks.

Read and sort numerals and letters rapidly and accurately.

Meet the public with courtesy and tact.

Establish, ~~and~~ maintain and foster positive and effective working relationships with those contacted in the course of work.

Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
~~Operate a personal computer and use applicable software.~~

Read and write at the level required for successful job performance.

Handle job stress and maintain composure in public settings.

~~A typical way to obtain the knowledge and abilities is as follows:~~

Education and Experience

Any combination of training and experience, which provides the required knowledge, skills, and abilities, is considered qualifying. A typical way to obtain the required qualifications is:

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Completion of the ninth grade.

Bilingual ability may be preferred for some positions.

AND

Experience: — Library Page I: — None.

~~Library Page II: 750 hours of library experience at the Library Page I level.~~

Special Requirements Include:

~~Ability to travel within the area to attend various job related, professional, and organizational activities. Employees who drive to conduct City of Fullerton business will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program. Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position, depending on area assigned.~~

Must be able to work flexible hours, including weekends and evenings, to accommodate City needs.

~~Must be able to obtain a work permit prior to appointment if under the age of 18.~~

~~Library Page II: Must be recommended for promotion from Library Page I to Library Page II by his/her immediate supervisor.~~

Other:

~~Bilingual ability may be preferred for some positions.~~

Physical Tasks and Working Conditions Include the Following:

Work is performed in a library environment and at a public counter. An incumbent uses a computer, keyboard and related equipment, sits, stands, walks, kneels, crouches, twists, reaches, bends, grasps, lifts and moves boxes of books, library equipment, furniture, supplies and related items weighing 50 pounds or less. An incumbent pushes and/or pulls a loaded book cart, is exposed to book dust and may drive a vehicle on City business and use a step stool. An incumbent must be able to meet the physical requirements of the series and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

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