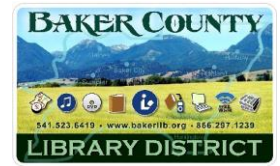


Job Description

Library Page



Summary

Sort, shelve and maintain library materials accurately and expeditiously to contribute to efficient and effective library services. Maintain the general order of the library by straightening materials on shelves and keeping shelves, floors, tables and countertops clean and orderly.

Classification: Library Page I

Essential duties and responsibilities

1. Sort, shelve, and shift library materials.
2. Check in returned library materials and route items to the proper locations.
3. Process and fulfill reports for Hold requests.
4. Receive, unload, assess and process donated materials.
5. Replenish depleted supplies (pencils, paper), straighten/re-arrange chairs and tables, pick up materials for shelving or disposal and clean floors, countertops.
6. "Read" shelves to assure that they are organized and materials are properly shelved.
7. Clean shelves and countertops according to a schedule and as necessary.
8. Pick up debris on library grounds as required.
9. Generally maintain order in and around library.
10. Submit activity reports in writing and verbally to supervisor and/or Library Director.
11. Complete special projects assigned by supervisor and other staff members.

Peripheral duties

1. Attend meetings and training seminars as required.
2. Process and sort mail and shipping/receiving materials.
3. Assist the public in using computers, equipment, the library catalog, and electronic resources.
4. Answer basic questions from patrons on the floor.
5. Assist Technical Services staff to process and apply protective coverings, labels, property stamps, and other appropriate markings to new library materials.
6. Clean and prepare rooms for meetings and assure that accessories needed for meetings are available.
7. Perform other job-related duties as assigned.

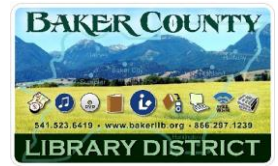
Supervision received

Works under the general supervision of the Library Manager. Daily assignments and supervision may be provided by a Lead Librarian, Library Director, or other senior staff.

Supervision exercised

Supervision of other employees is not a normal function of this position. However, this position may oversee the work of volunteers.

Job Description Library Page



Desired minimum qualifications

Education and experience:

1. Any equivalent combination of education and experience which allows the successful performance of the job.

Necessary knowledge, skills, and abilities:

1. Some working knowledge of library organization systems, including Dewey Decimal Classification.
2. Ability to organize and sequence tasks and projects to maximize efficiency.
3. Skill in observing and paying attention to fine details and establish appropriate priorities.
4. Ability to work independently and take initiative with workload assessment
5. Ability to manage time to maximize productivity and efficiently complete assignments.
6. Ability to use or learn to use integrated library system software.
7. Ability to type 35 words per minute.
8. Familiarity with the Internet and basic office applications, especially word processors.
9. Familiarity with contemporary and classical literature and audiovisual materials.
10. Ability to speak and write English fluently. Ability also to speak and write Spanish is preferred.
11. Ability to read and sort in alphanumeric order.
12. Ability to perform basic mathematical functions.
13. Ability to read, write, and interpret routine documents such as reports, correspondence, policies, and procedures.
14. Ability to communicate effectively vocally and in writing with staff and the public.
15. Ability to respond to a wide variety of practical problems and unpredictable circumstances, especially while in public access areas.
16. Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
17. Ability to perform essential job functions with or without accommodation.

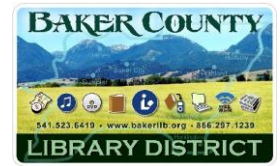
Tools and equipment used

Personal computer, including the Internet, general office applications, barcode scanners and integrated library system software; book carts; copy machines; telephones; book bins, magazine storage racks and boxes; typewriters; fax machines; microfilm readers; general office tools; calculators; media players; televisions; other tools and equipment necessary to perform the essential and peripheral duties of the position.

Working conditions

1. Stands or walks 85% of the time.
2. Frequently required to walk, sit, talk, or hear. Frequently required to bend, reach, climb, balance, stoop, kneel, crouch, or crawl.
3. Moves back and forth between all areas of the library.
4. Retrieves and replaces library materials from 2 inches from the floor

Job Description Library Page



to 7 feet from the floor.

5. Regularly lifts and/or moves up to 10 pounds, frequently lifts and/or moves up to 25 pounds, and occasionally lifts and/or moves up to 50 pounds. Frequently pushes and pulls book truck carts up to 100 pounds.
6. Stares at computers screens and monitors regularly while carrying out essential job functions.
7. Normal office exposure to noise, stress, and disruptions. There may be some exposure to agitated, angry, or hostile individuals.
8. May be asked to work at any library branch within the district.

Selection guidelines

Formal application, rating of education and experience, oral interview, reference check, job-related tests, and criminal background check may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. Omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: June 8 2016

Last revised: Aug 22 2017