

**CITY OF HEMET**

**LIBRARY PAGE**

*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 qualifications of incumbents within the position.*

**DEFINITION:**

Under immediate supervision, performs a variety of routine library support work, including shelving books, collecting books from book drop, picking up misplaced items throughout the library and unloading donation carts; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Library Page** is the part-time entry level position that provides support to the City of Hemet Library by performing the more routine library service functions. This classification is strictly part-time and is distinguished by the next higher classification of the Library Assistant I that performs a wide variety of technical and library support services related to patron assistance, circulation, acquisition, and processing.

**SUPERVISION RECEIVED/EXERCISED:**

Receives immediate supervision from the Assistant Library Director. May also receive supervision from the Director of Library Services and lead workers at children's, adult reference, and circulation desks. Incumbents in this class do not routinely exercise supervision.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Performs various tasks involved in sorting and shelving books and filing newspapers, periodicals, pamphlets, and other library materials.
- Shelves books, which may include books-on-tape, movies, paperbacks, magazines and newly processed books.
- Collects books from book drops; re-magnetizes books; assists in shelf reading.
- Straightens areas throughout the Library; picks up books, personal items and other miscellaneous items from library tables.
- Unloads donation carts; empties book drops and book carts.
- Runs various errands, including picking up and dropping off mail and other miscellaneous items at City hall, printing shop etc.

**PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in shelving books. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing personal service. The need to lift, drag and push files, paper, boxes and book carts weighing more than 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Library Page**. A typical way of entering this classification is to demonstrate a willingness to learn and perform duties associated with routine library clerical work.

**License/Certificate:**

There are no licenses required.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Standard library routines, procedures and services; applicable shelving processes; alphabetizing, proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Learn routine library procedures; alphabetize or numerically/chronologically sort materials; provide limited assistance to library patrons; work independently and as part of a team; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Re-shelve books according to library system.