

CITY OF IRWINDALE

SENIOR LIBRARY PAGE

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, performs duties in support of Library operations and activities; assists the public in using the Library including registering patrons for library cards, checking library items in and out, and collecting fines and fees; provides general information on library services and policies; provides lead direction to Library Pages; and performs a variety of tasks relative to assigned areas of responsibility.

REPRESENTATIVE DUTIES

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.

1. Provides customer service at the circulation desk; checks materials in and out; assists patrons with library application questions; inputs and updates patron account information; issues library cards; and collects items from the book drop.
2. Troubleshoots computer and printer issues; instructs patrons on the use of software applications, email use, and internet use.
3. Collects service payments and fines; responds to questions and complaints regarding fines.
4. Sorts and shelves materials using the library's filing systems.
5. Performs basic cataloguing of library materials.
6. Produces circulation reports to determine the needs and requests of patrons.
7. Requests and obtains materials from other libraries through the interlibrary loan system.
8. Assists in the planning, preparation, and presentation of library events, programs, and activities.
9. Creates library item displays and maintains physical and digital bulletin boards.
10. Assists in creating, proofreading, and posting flyers, calendars, and general marketing materials.
11. Mends library materials and determines whether items should be removed from the library system.
12. Assists with the preservation of historical materials by digitizing documents, entering document metadata, and assisting with filing, preserving, and boxing archival items.
13. Provides input for library book and media purchases.
14. Assists in receiving, processing, and adding periodicals to the library collection; receives shipments and compares items shipped with the packing slip to ensure accuracy of information receipt of the proper materials.
15. Removes discarded items from the library catalog; assists in packing and moving boxes of items that will be permanently removed from the library.
16. Responds to patron inquiries; explains library policies and procedures; answers basic reference questions; assists patrons to find and use library resources.
17. Performs related duties as required.

QUALIFICATIONS

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.

Knowledge of:

Standard library operating procedures.
Basic alphabetical and numerical filing techniques.
Basic math.
Principles and practices of customer service.
Popular reading materials for children and adults.

Ability to:

Organize, sort, and shelve library materials.
Operate modern office equipment including computers and applicable software applications.
Understand and follow oral and written directions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *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:*

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of library clerical experience comparable to a Library Page with the City of Irwindale.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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 these essential job functions.

Environment: Library environment; extensive public contact; incumbents may be required to work extended hours including evenings.

Physical: While performing the duties of this class, the employee is constantly required to sit, and occasionally stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries books, records, and media materials typically weighing less than 20 pounds and lifts and moves chairs and tables weighing less than 40 pounds to arrange reading programs and library functions. Pushing and pulling of library carts weighing up to 100 pounds is necessary to transport and stage books in the library. Occasional bending, stooping, and kneeling is required to access shelving areas and the employee occasionally uses a step stool to reach higher book shelves. Sensory demands include the ability to see within normal range, and talk, and hear, and use electronic touch keypads.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.