

CITY OF SALINAS

LIBRARY PAGE

BARGAINING UNIT/CLASS CODE:

SMEA / 104

DEFINITION

Under direct supervision, perform a variety of duties including book check-in, shelving and delivery tasks.

SUPERVISION RECEIVED AND EXERCISED

Receive direct supervision from higher-level library personnel.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Shelve library materials in their proper locations. Deliver and/or pick-up materials from libraries and other city locations. Check-in library materials. Empty book returns/bins. Maintain shelves accurately and in a neat appearance; straighten and rearrange shelves when necessary. Inform supervisor of materials which are damaged or beyond repair. Process library materials, e.g. stamp, security stripping, applying bar codes, covering, cleaning, casing/re-casing, etc. Assist in maintaining a neat appearance of the library; clean tables, circulation desk counter top and terminals. Unpack deliveries. Place library materials in the proper location for shelving. Perform opening and closing duties. Replenish public use supplies. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read printed materials and distinguish colors; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, climb and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 25 lbs; may occasionally lift up to 40 pounds of books; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of book carts and supplies, lifting and transferring books from bins to carts and to shelves; reaching in all directions and occasional periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

The alphabet, Dewey Decimal System and other systems used in filing library materials.

Ability to:

Follow oral and written instructions. Spell and file correctly. Establish and maintain effective relationships with others. Deal courteously and tactfully with the public.

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License or Certificate:

Possession of a valid California Driver's License is desirable.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to high school course work.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 3-04, REV: 11-04, REV: 2-07