

City of South San Francisco
Human Resources Department

Library Page (Hourly)

Class Description

Definition

Under general supervision, shelves library materials; some computer use; may translate or use bilingual skills in some assignments; and performs other related tasks as needed.

Distinguishing Characteristics

Under general supervision, shelves library materials; checks-in materials using automated circulation system; maintains shelf order; retrieves magazines from storage and other materials from the book or AV shelves; repairs damaged materials; processes materials; photocopies; assists with the preparation of displays and exhibits; performs setup and takedown of library program rooms and spaces; performs other related duties according to assigned division. Not every position will perform each duty indicated below.

Important and Essential Duties

1. Performs a variety of routine manual library support tasks including, sorting, shelving, stacking, boxing, shifting, and retrieving a wide variety of library materials
2. Maintains shelf order according to alphabetical, numerical and categorical systems.
3. Performs general housekeeping duties related to the organization of library materials and equipment.
4. Operates photocopier, fax and other library equipment
5. Performs processing and mending of library materials.
6. Prepares for programs, including set up and take down; organization of required equipment and supplies.
7. Assists in preparing materials for and/or helping with programs.
8. Posts artwork and displays.
9. Assists with children's tutoring and summer reading registration
10. Translates for others, as needed.
11. Responds to general patron questions and requests
12. Supports library programs by working in a team environment with other staff and volunteers.
13. Performs related duties as assigned.

Job Related and Essential Qualifications

Knowledge of:

- Numerical and alphabetical filing systems.
- Basic elements of good English usage.
- Techniques for interacting effectively with the public.
- Use and operation of personal computers and standard office equipment.

Ability to:

- Learn standard library practices and procedures and locate library materials.
- Use English effectively to communicate with staff and patrons.
- Understand and carry out verbal and written directions.
- Work irregular hours, including nights and weekends.
- Work in a safe manner, following City safety practices and procedures.

Skill in:

- Some positions may require bi-lingual skills.

Experience and Training

None required.

Licenses and Certification

A work permit is required through age 17 (minimum age: 16). Applications are obtained from public high school Employment Counseling offices.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist and strength to lift, carry and/or push 35 pounds.

Work Environment:

Work in a standard library, office, classroom and/or mobile unit environment.

Ability to:

Work irregular hours, including nights and weekends; and travel to different sites and locations.

Additional Information:

- Approved:
- Revised Date: May 2019
- Former Titles:
- Abolished:
- Bargaining Unit: Non-represented
- DOT: No
- Status: Hourly
- Job Code: X250