

LIBRARY PAGE - PART-TIME

JOB DESCRIPTION

Classification Responsibilities: A Library Page is part-time position that performs repetitive duties and responsibilities which may include, but are not limited to, any combination of the following tasks: shelving materials in either alphabetical or numerical order; packing, unpacking, checking in, and sorting materials routed between the branches and other libraries and departments; processing the periodical collection (example: checking in, displaying, and stamping all newspapers and periodicals, and weeding back issues); performing basic circulation functions such as checking in and securing library materials; pushing carts heavily loaded with books weighing up to 150 pounds; heavy lifting and distribution of packing bins; providing general assistance to library personnel. May use a hydraulic lift, pallet jack, hand truck, and book truck to move books and other library supplies weighing up to 70 pounds per box or pallets of books weighing up to 4,000 pounds.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. Employees must be available for flexible working hours to accommodate scheduling for shift work, including days, nights, and weekends. Immediate supervision is received from a Branch Operations Supervisor, Supervisory Librarian, or Supervising Library Assistant. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to completion of the 12th grade.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Previous work experience involving alphabetical filing. Previous work experience using the Dewey Decimal System is desirable.

ESSENTIAL FUNCTIONS

Communication: Answers questions, takes messages, relays information, gives directions, and assists patrons with donations. Reports issues and concerns to appropriate staff.

Manual/Physical: Shelves, straightens, shifts, and sorts library materials. Stands, uses stepstool, lifts arms above shoulder level, bends, reaches above and below the waist on a continuous basis. Unpacks, files, and distributes interoffice and incoming posted mail, magazines, and library materials. Packs and prepares shipments of library material for mailing and distribution to other libraries. Maneuvers and retrieves carts and rolling bins that may weigh up to 150 pounds or more. Operates a variety of standard office equipment such as: personal computer (PC), calculator, computer scanner, laminating machine,

copier, and labeling machine. Monitors and maintains neatness of library materials, shelves, and public areas. Monitors condition of carts, book drop bins, and storage bins to ensure equipment is functioning properly and notifies supervisor of problems. Meets scheduling and attendance requirements.

Mental: Comprehends alphabetic and numeric codes to sort and shelve materials. Learns job-related tasks and responsibilities primarily through verbal instruction and observation in an on-the-job setting. Prioritizes work in order to complete assignments in support of team goals. Ensures that the building is secure at close. Maintains statistical records. May provide training for new employees and volunteers, and direct the day-to-day activities of volunteers assigned to the area.

Knowledge and Abilities:

Knowledge of:

the alphabet;
spelling; and
the Dewey Decimal System.

Ability to:

sort, file, and shelve materials according to alphabetic and numeric codes;
stand and bend for extended periods of time;
exercise tact, patience, and courtesy when dealing with patrons;
follow verbal and written instructions, and perform tasks in accordance with established procedures;
empty book drops daily during library hours;
help load and unload donated books; and
establish and maintain effective working relationships with coworkers.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 1/17

PK/kc/co

CS2604.DOCX (Part-Time)

CS2716.DOCX (Part-Time, Non-Benefited)

EEO-S/M

JOB FCTN-GEN

INCREMENTS 109-200

PAY GRADE: 27

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IND-9101

SWORN-No