CITY OF BRAWLEY

JOB ANNOUNCEMENT

DEPARTMENT:	**Library**
POSITION:	Library Page (Part-Time)
SALARY:	$12.18/hr. (Range 11, Step 1)
EXAM TYPE:	N/A
DUTIES:	See job description.
QUALIFICATIONS:	Must be a high school graduate. An AA or certificate in library Science technology is preferred. A broad education or knowledge base is helpful in assisting patrons with reference questions.
APPLY TO:	Personnel – City Administration Offices 383 Main Street Brawley, CA 92227 (760) 351-3057
APPLY BY:	March 12, 2018 by 5:00 PM

(Posted 03/01/2018)

CITY OF BRAWLEY

CLASS TITLE: Part-time Library Page

BASIC FUNCTION: Shelve books, mend books, process periodicals, assist patrons with basic reference questions, directional questions, and circulation functions in a courteous manner.

REPRESENTATIVE DUTIES:
ESSENTIAL DUTIES:

1. **Service to patrons.**

- Primary back-up staff member at the reference/circulation desk during assigned shifts. Shifts are generally either four or eight hours including evenings and weekends.
- The workplace for the Page will generally be the Main Library at 400 Main St. or at the Del Rio Branch at the Del Rio School site at the corner of Eastern and I Sts.
- The Page will give polite and attentive service to patron's needs as outlined in the Library Mission Statement.
- When assisting at the Circulation desk, the Page will assist patrons in 1) checking materials in and out using the library's circulation system, 2) using the public access computers including signing patrons up using the Computer Acceptable Use Policy by explaining rules and obligations, 3) monitoring the time limits for patron computer use, 4) assist in location of materials within the library and/or referral to second-level reference or inter-library loan, and 5) other items.
- The Page will follow the libraries' rules, procedures, and policies including 1) opening, closing, and shift change procedures, 2) ILL and second-level reference requests process, 3) Cash handling procedures, 4) etc.
- The Page may also help patrons with basic computer instruction, setting up e-mail accounts, and other computer-related services as needed These may include personal electronic devices such as tablets and smart phones.
- The Page may assist with presentations and/or conduct school-time visits at the Del Rio Branch for their students.
- The Page will accept library card applications and be responsible for checking the applications for completeness, accuracy and for eligibility.
- The Page will perform other duties related to circulation including computer entry for library applications and other items, updating patron and book records, calculating, verifying and/or accepting fines and fees, making photocopies, filing patron records, generating a reserve list , finding materials, following the procedures, and many other circulation functions.
- The Page's primary duty will be to shelve books following established library policies and procedures. This includes cleaning and reviewing materials for damage or marks, preparing a cart of books for a section then checking in all materials using a computer just prior to shelving. While shelving, the Page will make sure the books in that section are in correct order and keep the area tidy.

When periodicals are received, the Page will check them in, process them and shelve them accurately. Damaged books will be mended.

- Other duties as assigned

OTHER DUTIES:

Children's Services.

- The Page will assist with story-times. Duties may include helping with the story, snacks, crafts, registration, gathering needed materials, set-up and clean-up, etc.
- The Page may help with publicity for programs. This may include creating flyers, calling potential attendees, mailing or delivering flyers, etc.
- The Page will assist with the summer reading program, storytimes, seasonal programs, award parties, presentations, etc.
- Other duties as assigned.

Supervisory Duties.

- The Page may need to supervise and/or train pages, work-study students, and volunteers.
- Other duties as assigned.

Special Projects.

- Typical special projects that may be assigned include preparing bulletin boards and displays, programs and events, inventory, etc.
- Other projects will be assigned in the future. Examples may be related to the branch library, 3-D printers, I-pads, or grants that are received in the future.
- Other duties as assigned.

General Responsibilities.

- The Page must attend workshops and meetings as needed for professional purposes and training.
- The Page may work at the Del Rio Branch or other future library work site.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Microsoft programs such as Word, Excel, PowerPoint, etc. for library work and to assist patrons.
- General library practices and policies including circulation, basic reference interviewing and sources, level two cataloging, interlibrary loan, etc.
- Knowledge of and sensitivity to all ages, cultures, etc.
- Knowledge pf customer service concepts and techniques when dealing with difficult patrons.
- Knowledge of English language composition and proofreading

ABILITY TO:

- Type, file, use proper grammar, be able to spell
- Take responsibility and be flexible in work assignments
- Be flexible in scheduling to aid in substituting for others as needed. A minimum of two Saturdays per month and two evenings until 8:00 PM per week are required.
- Be dependable, reliable, accurate, neat, decisive, punctual, have initiative, and good judgment.
- Able to work with little direct supervision once duties and routines are established.
- Ability to be cheerful and cooperative to patrons and other staff.

EDUCATION AND EXPERIENCE:

- **Strong English skills are required**. Complete literacy in English reading, speaking, and writing are critical to this position. Bi-lingual in English and Spanish is desirable.
- Graduation from high school, GED, CHSPE or other equivalency. An Associate's degree and/or library technology certificate is preferred, but a combination of education, training, and experience will be considered.
- Knowledgeable about Microsoft Office products such as Word, Excel and PowerPoint.
- Experience in a library setting a plus
- Excellent customer service skills a must
- Experience with multiple computer operating systems and the ability to connect handheld electronic devices to the internet.
- Computer keyboarding and typing are required at a minimum speed of 35 wpm.
- A valid California drivers' license is mandatory

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment is the primary workplace
- High and low book selves
- Multiple computer locations including laptops

PHYSICAL DEMANDS:

- Drives city vehicles
- Must be able to lift up to 30 lbs.
- Must be able to push carts, bend, stoop, reach, climb steps and/or ladders
- Must be able to hear patrons in person and telephonically and read printed text, read computer text, etc.

Accommodation may be requested.