

CITY OF REDWOOD CITY LIBRARY PAGE SENIOR LIBRARY PAGE

DEFINITION

To perform routine tasks in support of the general organization of library materials, displays and furnishings; to sort and shelve books, audio-visual materials, periodicals; to check in materials returned. May assist with library programs and service to the public.

DISTINGUISHING CHARACTERISTICS

Library Page – This is the entry level class in the Page series. This class is distinguished from the Senior Library Page by the performance of more routine tasks and assignments. Employees in this class will typically have had no previous Library Page or related experience.

Senior Library Page - This is the full journey level class in the Library Page series. Employees at this level are required to be familiar with procedures related to assigned area of responsibility. Job may consist primarily of directly assisting the public.

SUPERVISION RECEIVED AND EXERCISED

Library Page - Receives immediate supervision from higher level library personnel.

Senior Library Page - Receives immediate supervision from higher level library personnel. May provide functional and technical supervision over less experienced pages.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Library Page

1. Shelve or return to storage books, periodicals, audio-visual materials and other items in the library collections.
2. Check in materials and may assist with checking out books and other materials to customers
3. Maintain correct alphabetical and numerical order of library collections on shelves or other storage locations as specifically assigned; maintain items in display holders, as instructed.

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4. Maintain basic order of library collections, displays and furnishings in library facilities as directed.
5. Empty book bins; sort items; deliver items to appropriate locations within the library facilities.
6. Retrieve books, audio-visual materials and periodicals from library shelves and storage areas, as requested.
7. Check in materials returned to the library.
8. Assist public in locating specific items as requested.
9. Refer public to appropriate service desks for all assistance and inquiries.
10. Use on-line catalog to retrieve and record simple bibliographic information.
11. Inspect for damage, perform simple mending and processing of library materials.
12. Assist patrons in the use of library equipment.

OTHER JOB RELATED DUTIES

1. Perform related duties and responsibilities as required.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Senior Library Page

1. Monitor and maintain overall order of library collections, including books, periodicals and audio-visual materials.
2. Log in new periodicals; process new periodicals.
3. Sort materials into bins for Peninsula Library System delivery; remove items from bins, sort and return to appropriate locations.
4. Perform routine and basic repairs to books and other library materials.
5. Serve in a lead position for other Pages, monitoring overall quality and quantity of routine Page tasks.
6. Troubleshoot and make minor repairs to equipment.

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7. Provide assistance directly to the public.

OTHER JOB RELATED DUTIES

1. Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Library Page

Knowledge of:

Basic alphabetical and numeric sequences.

Ability to:

Follow oral and written instructions.

Sort and maintain order of library collections.

Operate basic library equipment.

Operate modern office equipment including computer equipment.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines

If under 18 years of age, obtain a valid work permit.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Senior Library Page

In addition to the qualifications for Page:

Ability to:

Work independently.

Interact effectively with patrons and/or staff.

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Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

At least one year of experience as a Page, or equivalent.

Effective Date: January 14, 2008

Bargaining Group: Service Employees' International Union – Local 521