



# CITY OF YORBA LINDA

INVITES APPLICATIONS FOR

## LIBRARY PAGE

PART-TIME POSITION (16 HOURS/WEEK)

**SALARY:** \$10.81 - \$11.81/hour

**FINAL FILING DATE:** Applications will be accepted until Thursday, August 10, 2017 at 5:30 p.m.

### **THE POSITION:**

Under direct supervision keeps library materials shelved and organized, and helps prepare the facility for program use, and assists with other library-specific work on a part-time basis. Must work a set schedule that meets the needs of assigned division.

### **EXAMPLES OF DUTIES:**

1. Shelves library materials according to alphabetical, numerical, and categorical systems; and maintains cleanliness and orderliness of shelves.
2. Reads shelves for accuracy and re-shelves misplaced items.
3. Lifts and moves boxes of donations.
4. May aid library patrons in use of printers and copy machines and handles minor problems with the equipment.
5. May process materials for shelf readiness, repair or discard.
6. Performs a wide range of physical motions, which may include routine and repetitive bending, stooping, kneeling, reaching, pushing, pulling, moving, lifting, and carrying library materials and other objects up to 25 pounds; and pushes book trucks with a force of up to 20 pounds.
7. Physically lifts and arranges library furniture and equipment for library programs, and restores the rooms or locations to an orderly condition following their use.
8. Performs janitorial tasks as needed.
9. Performs other library-related duties as assigned.

### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:**

1. Willingness to do routine, solitary work.
2. Ability to learn the Dewey Decimal System and other library filing systems, ability to alphabetize and to shelve accurately and with acceptable speed and neatness.
3. Ability to follow written and oral instructions.
4. Ability to meet the public with courtesy, tactfully refer customers to the appropriate service desk, and work harmoniously with other employees.
5. Ability to learn and perform repetitive tasks and to organize, prioritize, and pace work duties.

### **PHYSICAL REQUIREMENTS:**

This position requires physical ability to perform a wide range of motions which may include routine and repetitive bending, stooping, kneeling, reaching, pushing, moving, lifting, and carrying library materials and other objects up to 25 pounds; and pushing and pulling book carts with a force of up to 60 pounds. These activities are done consistently throughout a work shift.

Vision requirements include ability to read written instruction, book covers, and spine labels on books, magazines, and other printed materials.

Hearing and speaking requirements include ability to communicate effectively with supervisor and co-workers.

**MINIMUM QUALIFICATIONS:**

Applicant must be a minimum of 15 years of age with a work permit.

**EXPERIENCE:**

None

**EMPLOYEE BENEFITS:**

All Part-Time employees must contribute 3.75% of their gross earnings towards an individual 457b deferred compensation (retirement) account. The City will also contribute 3.75% on behalf of the employee. No health (or) vacation leave benefits are provided to temporary part-time positions. Sick leave is accrued in accordance with the Healthy Workplaces, Healthy Family Act of 2014. All employees must contribute 1.45% of their gross earnings for Medicare coverage and the City matches the contribution.

**APPLICATION AND SELECTION PROCEDURE:**

To obtain an application packet you may:

- Call 714/777-2466 to request one be mailed to you.
- Download from the website – [yorbalindalibrary.com](http://yorbalindalibrary.com)
- Visit the Library at 18181 Imperial Highway, Yorba Linda, California 92886.

The City of Yorba Linda does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment. Any qualified individual with a disability must provide reasonable notice to the Personnel Department prior to the final date of an examination.

In compliance with the Immigration Reform and Control Act of 1986, all new employees hired by the City must verify identity and entitlement to work in the United States by providing required documentation.

**BACKGROUND CHECK:** Individuals selected for employment will be required to take and pass a background check (fingerprinting.) The background check is at City expense; and conducted by a law enforcement agency designated by the City. Candidates who are currently working are urged not to resign until they have successfully passed the background check and receive a final offer.

AN EQUAL OPPORTUNITY EMPLOYER