



CITY OF YORBA LINDA

INVITES APPLICATIONS FOR

SENIOR LIBRARY PAGE

Yorba Linda Public Library
Part-time position (24 hours/week)
No Benefits

SALARY: \$11.69 - \$12.69/hour

FINAL FILING DATE: Recruitment for this position is open and applications will be accepted by the Library Department until Tuesday, September 12, 2017 at 5:30 p.m. **Recruitment for this position has been extended.**

THE POSITION:

Under direct supervision, works in Technical Services/Circulation; handles telephone calls and basic computer operations for renewals; shelves library materials and other related duties as needed.

EXAMPLES OF DUTIES

1. Operates automated Integrated Library System computers for return and renewal of materials; processes requests.
2. Assists with inventory control of collection using the Integrated Library System, laptop and scanner.
3. Answers telephone calls, maintains confidentiality of borrower records, and provides information or otherwise assists or refers patrons as appropriate.
4. Shelves books, magazines, videocassettes and other library materials and maintains cleanliness and orderliness of shelves; processes materials for shelf readiness, repair or discard.
5. Operates a copy machine for flyers, hold slips and other printing needs; operates other equipment as needed.
6. Performs simple library specific clerical tasks and other duties as needed.
7. Performs janitorial tasks as needed.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of Dewey Decimal Classification System, ability to alphabetize and ability to shelve accurately and with acceptable speed.
2. Knowledge of library circulation and processing techniques and basic office procedures.
3. Ability to handle telephone calls accurately and courteously; communicate effectively with the public, especially over the phone; meet the public with tact and work harmoniously with other staff.
4. Ability to use computers for the Integrated Library System; use equipment for copying needs, laminating, and other.
5. Willingness to do routine work.

MINIMUM QUALIFICATIONS

Graduation from high school or GED.

In addition, a Senior Library Page assigned to passport services must meet the following qualifications:

- Be a United States citizen or U.S. national
- Be at least 18 years old
- Be able to pass the Department of State Passport Acceptance Agent Training for New Agents. Completion of exam is required if hired.

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 20 pounds.

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.

EMPLOYEE BENEFITS:

New employees must contribute 1.45% of their gross earnings for Medicare coverage. The City will match employee's contribution. New employees must contribute 3.75% of their gross earnings for Retirement benefits. 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.

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
- 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