



CITY OF YORBA LINDA

INVITES APPLICATIONS FOR

LIBRARY PAGE

PART-TIME POSITION (19 HOURS/WEEK)

SALARY: \$9.45 – \$10.45/hour

FINAL FILING DATE: Applications will be accepted until Thursday, September 9, 2010 at 5:30 p.m.

THE POSITION:

Under direct supervision, shelves library materials and assists with library specific clerical work on a part-time basis. Duties vary depending on assigned division. **Must work a set schedule including evenings and every Saturday.**

EXAMPLES OF DUTIES:

1. Shelves books, magazines, videocassettes and other library materials and maintains cleanliness and orderliness of shelves.
2. Processes materials for shelf readiness, repair or discard.
3. Operates automated circulation control system terminals for return of materials.
4. Operates copy machine for flyers, date due slips and other printing needs.
5. Aids library patrons in use of reader printers and copy machines and handles minor problems with this equipment.
6. Performs simple library specific clerical tasks and other duties 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. Ability to understand the operation of reader printers and copy machines.
3. Minimum typing and computer skills.
4. Ability to handle telephone calls accurately and courteously.
5. Meet the public with tact and courtesy and work harmoniously with other employees.
6. Willingness to do routine work.

PHYSICAL REQUIREMENTS:

This position requires physical ability to push and pull carts with a force of up to 20 pounds; reach to shelf heights of seven feet; stoop, squat and lift books, boxes and other objects up to 25 pounds. These activities are done consistently throughout a work shift. In addition, other physical activities include sitting at a computer terminal, maneuvering a dolly and using small tools and equipment.

Vision requirements include ability to read books, magazines, and other printed materials; computer screens, signage, etc.

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:

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, vacation or sick leave benefits are provided to temporary part-time positions.

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 – yorbalinglibrary.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.

If over 18, employment subject to fingerprinting.

AN EQUAL OPPORTUNITY EMPLOYER