

CITY OF MILL VALLEY

LIBRARY PAGE

DEFINITION

To shelve books, magazines and other library materials; to retrieve materials as needed; to prepare library for opening and closing.

SUPERVISION EXERCISED AND RECEIVED

Receives immediate supervision from Circulation Supervisor or Library Assistant.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Put returned library materials -- books, magazines, etc. -- into correct places in stacks and basement.
- Retrieve materials from non-public areas at request of patrons, Librarians or Library Assistants.
- Read shelves, shift materials and maintain books and periodicals in proper order in assigned areas.
- Transport returned materials from book drop to circulation desk and otherwise prepare library to open.
- Pick up library materials and trash from public areas.
- Prepare building for closing; check and lock doors and windows at closing time.
- Transport donated and discarded materials to basement.
- Hang decorations from walls and ceilings as requested.
- Attend scheduled and unscheduled staff meetings as required.

OTHER JOB-RELATED DUTIES

- Perform some maintenance tasks.
- Perform related duties and responsibilities as required.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Spoken and written English.
- Library arrangement and use.

Skill to:

- Perform detailed sorting by letter and/or number for shelving.

Ability to:

- Follow written and verbal instruction.
- Work cooperatively with others.

Experience and training guidelines:

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

Experience: Familiarity with the library as a patron; six months of non-professional library experience.

Training: Equivalent to completion of the 9th grade.

Special requirements:

- Must be 16 years of age or older.
- Lift, push, pull and/or carry boxes of books weighing up to 50 pounds; mobility to stand, stoop, reach and bend to place and remove books from high book shelves up to 80 inches above floor level or from low book shelves up to 2 inches above floor level.
- Work evenings and weekends as assigned.

EFFECTIVE DATE : April 1993