

CITY OF ONTARIO

CLASS CODE 9002 GROUP 9
DEPARTMENT REVIEW [Signature] DATE 2/13/84
PERSONNEL APPROVAL [Signature]
EFFECTIVE DATE 3-7-94
SUPERSEDES 2/21/86

LIBRARY PAGE

DEFINITION

This is routine work in a municipal library. Under close supervision, a library page is responsible for a variety of routine activities associated with the shelving and circulation of library books and materials. Performs related duties and responsibilities as required. Work is reviewed for accuracy and effectiveness by observation and spot checking.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Replaces returned books, periodicals, and other library materials to the proper shelf location; assists in routine clerical work associated with the circulation and processing of books, periodicals, and other library materials; lifts and moves boxes of books and other library materials provides information and assistance to patrons.

OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledges:

Some knowledge of alphabetical and numerical filing systems.

Ability to: read and write; understand and follow oral and written instructions; learn specialized skills and techniques appropriate to library work; communicate effectively both orally and in writing; perform moderate lifting and carrying (maximum 45 pounds) as needed, and in some assignments, frequently; perform all essential functions of the job; establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public.

Desirable: Some general clerical experience and/or knowledge of general office procedures; valid California Class C driver's license; ability to operate standard office machines and equipment.