



LIBRARY PAGE

(PART-TIME: 20 HOURS PER WEEK)

APPLICATION FILING PERIOD: March 6, 2018—March 30, 2018 at 5:00 p.m..

Please apply online through www.calopps.org. You may also visit our city website: www.cityofalhambra.org.

****THIS POSITION WILL CLOSE UPON RECEIPT OF A SUFFICIENT NUMBER OF APPLICATIONS AND MAY CLOSE AT ANY TIME. YOU ARE ENCOURAGED TO APPLY AS SOON AS POSSIBLE. ****

SALARY RANGE/BENEFITS: \$11.03—\$11.62 PER HOUR

The City does not participate in the Social Security System. Part-time employees will be enrolled in the Public Agency Retirement System (PARS) and contribute 3.75% of their wages each pay period. The City will also contribute the equivalent of 3.75% to the employees PARS account. This position may receive 24 hours of sick time per year.

POSITION:

Under the supervision of the Page Supervisor, library pages are primarily responsible for the shelving of library materials, or under the Technical Services Coordinator, the processing of library materials. The successful candidate will be trained in all library divisions and will be on call in addition to regular assigned hours. Must Be Minimum Of 16 Years Of Age At Time Of Application. This position requires the ability to work a variety of hours, depending on assignment, including nights, weekends, and holidays; involves participation in activities that require the ability to perform periodic strenuous labor/activity.

DUTIES:

Primary duties of the position include lifting, moving, sorting, and re-shelving library materials. Other duties may include, but are not limited to the following: shelf reading; maintaining audio visual/microform equipment; magazine processing; checking in of all library materials; processing (cover books, stamp items, make labels, etc.) library materials and other duties as required by the supervisor.

QUALIFICATION GUIDELINES:

Education/Experience: Previous library experience is desired, but not required. Education at a level to ensure the ability to read and write at a level necessary for adequate job performance.

Knowledge of: the Dewey Decimal Classification System is desired, but not required.

Ability to: Quickly and accurately sort and file items in alphabetical and numerical order; perform courteously and effectively with staff and patrons at a busy public library facility; follow oral and written instructions; perform detailed work, accurately, under pressure; and operate a computer or typewriter.

SELECTION PROCESS:

Applicants must complete an application online through www.calopps.org prior to the final filing date. Applications will be screened for qualifications appropriate background and only the most qualified will be invited to participate in the examination process. Successful candidates must achieve a minimum passing score in each of the test components. Applicants will be notified by e-mail as to the test date, time and location. **The examination process will include an oral interview weighted at 100%.**

Candidates will be required to pass a City administered pre-employment physical and may be required to pass a thorough background investigation and polygraph examination as a part of the selection process. Candidates who do not pass will be disqualified and removed from the eligibility list.

ACCOMMODATION:

Applicants with legal disabilities who require special testing arrangements must contact the Human Resources Department at least five (5) business days prior to the examination date.

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