

LIBRARY PAGE

Hourly/Casual

\$11.39/hr (9-12 hrs/week)

To apply for this position, candidates must apply directly through www.calopps.org.

Applications will be accepted for this position until the position is filled. The selection process may include a written exam and interview and can begin as soon as vacancies occur. Please note that applicants will be contacted to participate in the selection process on a first come, first serve basis. Please do not contact the Human Resources Department about the status of your application unless it has been more than 3 months.

Supplemental Questionnaire responses required with applications. Incomplete applications will not be accepted.

This hourly position is not in Civil Service and does not receive benefits.

THE POSITION

The main job of a Library Page is putting books, DVDs, CDs, and magazines back on the shelves and preparing the library for opening and closing. *The ability to quickly and accurately sort things alphabetically and numerically is required.* This is an ideal job for someone who enjoys organizing and who can work quietly on their own.

Library Locations and Hours

Serramonte Main Library: 40 Wembley Drive, Daly City, CA 94015

Mon, Tue: 10 am - 8 pm

Wed, Thu, Fri: 10 am - 6 pm

John Daly Library: 134 Hillside Boulevard, Daly City, CA 94014

Mon: 10 am - 6 pm

Wed: 12 pm - 8 pm

Fri: 12 pm - 6 pm

Westlake Library: 275 Southgate Avenue, Daly City, CA 94015

Mon, Wed, Thu: 10 am - 6 pm

Tue: 12 pm - 8 pm

Fri: 12 pm - 6 pm

Sat: 10 am - 5 pm

Bayshore Library: 460 Martin Street, Daly City, CA 94014

Tue, Thu: 10 am - 6 pm

DEFINITION

Under supervision, sorts, shelves, straightens, relocates, and searches for library materials, re-orders and organizes materials as needed, provides basic directional information to patrons, performs basic circulation duties using computer software, performs physical tasks to support library programs and procedures, performs closing procedures, and does related work as required.

EXAMPLES OF DUTIES

Sorts and shelves materials; inspects materials for wear and damage and does basic mending of same; keeps books and periodical shelves in order; assists in taking inventory of books; performs basic custodial tasks as needed; prepares the library for opening and closing.

MINIMUM QUALIFICATIONS

Knowledge of: Basic clerical functions, principles of alphabetical and numerical filing, basic record keeping procedures.

Ability to: Sort material quickly and accurately in alphabetic or numeric order; follow oral and written directions; interact positively and cooperate with co-workers, respond politely to library patrons, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Must be physically able to stand for extended periods, walk, bend, kneel, push wheeled carts, lift, reach overhead, go up and down stairs, and use a step stool.

Availability for evening and Saturday shifts may be required.

Age: Minimum age of sixteen.

Education: Completion of the tenth grade in high school.

Experience: None

SUPPLEMENTAL QUESTIONNAIRE

Please respond to the following questions and attach to your application:

1. What days of the week/times of the day are you available to work?
2. There are four locations of the Daly City Public Library; which location(s) can you get to?