

# NOW HIRING!

If you are interested in year-round library work, and are available to work mornings, evenings and weekends, pick up an application packet at the San Bruno Public Library.

## Position: LIBRARY PAGE

Salary Range: \$8.23-\$10.54 per hour  
Must be able to work 14-19 hours per week, year-round

### Duties Include:

- Re-shelve all library materials
- Perform opening and closing procedures of the building
- Process new library materials (e.g., laminate or apply book covers, labels, tape reinforcement, etc.)
- Mend and repair damaged library materials
- Shelf-read sections of the collection, to maintain proper shelf order

**Candidates will be required to successfully complete a written test, cart sorting test, and oral interview. Candidates must submit the application and Page Test Availability form by Friday, February 10, 2012, at 5:00 pm to the San Bruno Public Library. No exceptions.**

For more information, contact:

Han-Ching Wong  
San Bruno Library  
(650) 616-7078

LIBRARY PAGE I  
LIBRARY PAGE II

DEFINITION:

Library Page I/II perform routine tasks related to maintaining the order of the library collections: shelving, sorting, filing, and shelf-reading of books, magazines, and audiovisual materials. Pages also clean and mend library materials, process new materials, and prepare them for circulation. They perform procedures to open the building and secure it at closing time. Pages may also perform clerical office tasks such as checking-in new materials and preparing artwork for display.

SUPERVISION RECEIVED AND EXERCISED:

Library Page I: Receives direct and immediate supervision as well as initial training from the Library Services Coordinator. May receive direction from other paraprofessional and professional staff according to functional area of responsibility.

Library Page II: Receives direct and immediate supervision from the Library Services Coordinator. May receive direction from other paraprofessional and professional staff to perform assigned tasks.

DISTINGUISHING CHARACTERISTICS:

Library Page I: This is the entry-level Page position. Employee will be taught procedures for Page tasks and will be expected to learn library organization.

Library Page II: These employees will have mastered all basic Page tasks and procedures and will be expected to work with a higher degree of independence and initiative than a Library Page.

EXAMPLE OF DUTIES:

Re-shelve all returned library materials.

Perform opening and closing procedures of the building to the public.

Process new library materials, e.g., laminate or apply book covers, labels, tape reinforcement, etc.

Shelf-read sections of the collection, to maintain proper shelf order.

Prepare art-work for display or distribution.

## MINIMUM QUALIFICATIONS:

### Knowledge of:

English language, usage, spelling, grammar, alphabetization, basic arithmetic and decimal order.

### Ability to:

Type, file, spell correctly, do basic mathematical calculations, file in perfect numerical and alphabetical order. Learn detailed procedures for timely and proper completion of assigned tasks. Learn library organization. Be dependable, cooperative, and flexible. Work effectively with fellow Pages and staff; speak and write clearly; have a positive attitude towards computers and machinery.

## WORK ENVIRONMENT:

Employees will be expected to work nights and weekends as part of a regular schedule.

## PHYSICAL DEMANDS:

The employee is frequently required to stand, sit, walk, talk, and hear. The employee must frequently use hands and arms to handle, lift, and transport library materials, and to operate library tools, controls, and machines. The employee must frequently bend, squat, stoop, and reach to unload the book drop and delivery bins, and to sort, retrieve, and re-shelve library materials. The employee must be able to climb stairs and to move fully loaded book carts across floors and into the dumbwaiter. The employee must be able to locate and re-shelve library materials.

## CURRENT SALARY RANGE:

### Library Page I:

Step 1	Step 2	Step 3	Step 4	Step 5
\$8.23	\$8.43	\$8.64	\$8.86	\$9.07

### Library Page II:

Step 1	Step 2	Step 3	Step 4	Step 5
\$9.55	\$9.79	\$10.03	\$10.28	\$10.54