

TOWN OF LOS GATOS
CLASSIFICATION SPECIFICATION FOR: LIBRARY SERIES

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Revised October 25, 2015

TOWN OF LOS GATOS
CLASSIFICATION SPECIFICATION FOR: LIBRARY PAGE SERIES

LIBRARY PAGE
SENIOR LIBRARY PAGE

Classification specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

Under general supervision, Library Pages and Senior Library Pages perform routine duties and standardized library tasks within established guidelines, including: shelving, check-in, mending and processing, shifting and sorting.

The job specification identifies the foundational duties performed, as well as the knowledge, skills, and abilities required at all levels in the job series.

DISTINGUISHING CHARACTERISTICS

Library Page: performs routine library tasks as directed by a supervisor or senior pages.

Senior Library Page: in addition to all the duties performed by a Library Page, a Senior Page provides program support for the Librarians and search assorted lists for holds, duplicates and weeding. Senior Pages assist in the training and mentoring of new pages and are responsible for the delegation of tasks in the absence of the supervisor. Senior Pages handle scheduling changes for evenings and weekend shifts, and oversee a variety of varied library tasks, such as display maintenance, mending and processing, and shifting. Senior Pages are assigned to project teams on an as-needed basis.

The **Library Page and Senior Library Page** are distinguished from the next higher classification Customer Service Specialist, in that the Customer Service Specialist performs a variety of support services related to patron assistance and circulation, requiring a higher level of responsibility and additional interaction with Library patrons.

Promotion from Library Page to Senior Page is based upon a number of factors including experience and readiness of the employee, a need for higher-level work, available budget and available shifts. Promotions are not automatic, not an entitlement and discretionary based upon business needs.

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ESSENTIAL FUNCTIONS STATEMENTS

Essential responsibilities include the following major categories of work and relate to all positions within this series. The examples are intended to be representative and not inclusive of all activities required of the positions.

1. Sorts and shelves library materials in alphanumerical order, using the Dewey Decimal Classification System.
2. Shelf-reads and shifts to ensure that materials are correctly arranged on shelves.
3. Checks in materials from book returns.
4. Maintains public areas in neat and orderly condition.
5. Conducts inventory of library collections to maintain proper order.
6. Assists in processing materials.
7. Assists in opening and closing procedures.
8. Assists in mending materials.
9. Assists in setting up for and taking down after library programs.
10. Performs related work as assigned.

ADDITIONAL ESSENTIAL FUNCTIONS BY POSITION

Senior Library Page:

1. Coordinates and manages shelf-reads and shifts to ensure that materials are correctly arranged on shelves.
2. Maintains collection displays.
3. Trains and supervises the mending and processing of collection materials.
4. Conducts search lists including: holds, claims returns, duplicates, and weed lists.
5. Provides back-up on the Circulation desk on evenings and weekends as needed.
6. Participates on project teams as needed.
7. Assists in training and mentoring new Library Pages.
8. Provides feedback to supervisor on Library Page function.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to:

- Commit to scheduled shifts and willingness to work evenings and weekends.
- Carry out routine clerical and library procedures.
- Easily learn alphabetical and numerical filing systems, such as the Dewey Decimal classification system.
- Demonstrate attention to detail, and the ability to complete assigned tasks in a quiet and speedy manner.
- Attain a shelving speed of 200 books per hour, accurately.
- Follow directions, provide direction, and/or work independently.

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- Observe safety principles and work in a safe manner.

ADDITIONAL REQUIRED KNOWLEDGE, SKILLS AND ABILITIES BY POSITION:

Senior Library Page:

Ability to:

- Communicate effectively with team members and customers.
- Consistently carry out the Library Customer Service Values.
- Participate effectively as part of a team.
- Act as team lead in absence of supervisor.
- Reason logically to define problems and reach valid conclusions for solving them in a Library setting.
- Demonstrated experience successfully managing projects.
- Demonstrated experience successfully coordinating and participating on teams.

MINIMUM QUALIFICATIONS:

The Library Page is an entry-level position requiring the ability to follow oral and written directions and learn routine library procedures, such as shelving methods and the use of office equipment.

Position	Education	Experience
Library Page		
Senior Library Page	Completion of High School	Equivalent of 1 year of full-time library experience

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The position requires routine physical labor, including prolonged sitting, standing, walking, bending, squatting and reaching in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in shelving books and filing other materials. Additionally, the position requires near and far vision in reading written and numeric information and materials. The need to lift, drag and push files, paper, boxes and book carts weighing in excess of 25 pounds is also required.

REPRESENTATION

“At-Will”/Unrepresented: Library Page

TEA (FLSA Non-exempt): Senior Library Page