

# BUENA PARK LIBRARY DISTRICT

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## Employment Opportunity Part-Time Library Page

**Salary:** \$12.24 per hour

**Schedule:** Approximately 16-18 hours per week. Evening and Saturday hours required.

**Job Description:** Sorts, shelves, and files various library materials accurately according to library classification systems; reads shelves for accuracy and reshelves misplaced items; performs routine support tasks; maintains appearance of work and public areas; locates and retrieves library materials from public and non-public areas for library staff or library users; straightens and maintains library shelving and related work as required. Pages may also assist in Passport Services by making appointments, reviewing requirements for customers and taking passport photos and in the Computer Center assisting patrons with basic computer needs.

**Essential Job Functions:** Present the image of the Library District to the public by being welcoming, pleasant and courteous; ability to sort and file alphabetically and numerically; ability to perform general clerical work; ability to follow oral and written directions.

**Experience:** Customer service experience and computer skills are highly desirable.

**Minimum Job Qualifications:** Must be able to perform each essential duty satisfactorily and have excellent interpersonal skills; ability to read and follow oral and written communications in English easily and rapidly; ability to respond to common inquiries in person and by telephone. Ability to communicate in other languages as well as English preferred. Minimum age at time of filing application is 16 years. Employees under age 18 must obtain and present a work permit prior to appointment.

**Physical Demands:** While performing the duties of this job, the employee is required to talk and hear at a level where communication occurs rapidly and easily. The employee is required to sit; use hands to finger, handle or feel objects; and twist and reach with hands and arms. The employee is required to stand; walk; and stoop, kneel or crouch. Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry library supplies from one to ten pounds is required. Lift boxes, equipment and furniture weighing up to 50 pounds. See to perform data entry and read identifying labels on library materials.

**Application Procedure:** Applications are available at the Administrative Offices on the 2<sup>nd</sup> floor of the Library or on the Library website at [www.buenaparklibrary.org](http://www.buenaparklibrary.org). For further information, please contact the Administration Department at (714) 826-4100 Ext. 120 Monday through Friday 10:00 a.m. to 5:00 p.m. Applicants with disabilities who require special testing accommodations must contact Administration prior to the filing date:

**Last date to apply – Friday, September 20, 2019 at 5:00 p.m.**

Admission to competitive examinations may be limited to those whose applications show the best combination of qualifications in relations to the requirements and duties of the position. New employees must provide documentation to establish both work authorization and identity. Individuals selected for employment will be required to take and pass a medical exam. The examination, which includes a drug test, is at the District's expense and conducted by a physician designated by the District.

An Equal Opportunity Employer