

## CITY OF COVINA

### COMMUNITY RESOURCES AIDE - LIBRARY PAGE/SHELVER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general supervision, performs a variety of fundamental library support work, including shelving materials in their proper places, cleaning books, and maintaining neat, clean and orderly stacks; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Community Resources Aide - Library Page/Shelver** is the part-time entry level position that provides support to the City of Covina Library by performing the more basic library service functions which are required for presenting an orderly and well maintained collection of materials to the patron. This classification is strictly part-time and is distinguished from the next higher classification of Library Clerk in that the latter performs a variety of technical and library support services related to patron assistance, circulation and processing.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from a professional librarian or the Library Circulation Supervisor as assigned. Incumbents in this class do not routinely exercise supervision.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Performs various tasks involved in sorting, organizing and shelving books and filing newspapers, periodicals, pamphlets, and other library materials; utilizes a book/material cart to move materials from circulation to the proper locations; ensures library materials are properly displayed for patron usage.
- Shelves books, which may include books-on-tape/CD, movies, paperbacks, magazines, and newly processed books; cleans books and other materials; checks audio/visual materials for damage; performs minor repair on books.
- Weeds out old magazines, newspapers and periodicals.
- Straightens areas throughout the Library; picks-up books, personal items and other miscellaneous items from library tables; maintains neat, clean and orderly stacks.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping 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. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper, boxes and book carts weighing in excess of 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Community Resources Aide - Library Page/Shelver**. A typical way of obtaining the required qualifications is to possess a high school diploma or equivalent.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license..

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Standard library routines, procedures and services; applicable shelving processes; alphabetizing; Dewey Decimal classification system; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Learn basic library procedures; alphabetize and/or numerically/chronologically sort materials; provide limited assistance to library patrons; work independently and as part of a team; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Re-shelve books and materials according to library system.