COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION CLASSIFIED

LIBRARY PAGE Class No. 004035

■ CLASSIFICATION PURPOSE

To assist or perform routine and non-technical work in the operations of a County branch library, or library headquarters.

■ DISTINGUISHING CHARACTERISTICS

Incumbents perform basic non-technical library services under close supervision, which require minimal training.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Assists in unpacking deliveries from library headquarters.
2. Shelves books, periodicals, and other library materials according to numerical or alphabetic order.
3. Assists in checking out library materials, collecting fines, and making change.
4. Keeps library neat and orderly.
5. Moves furniture and assists in setting-up book shelves.
6. Transports furniture to the branches when necessary.
7. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

– Basic alphabetical and numerical filing systems.
– Basic math.
– Telephone, office, and online etiquette.
– County customer service objectives and strategies.

Skills and Abilities to:

– Follow and execute oral and written instructions.
– Use alphabetical and numerical filing systems.
– Communicate effectively with a variety of individuals representing diverse cultures and backgrounds.
– Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
– Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
– Provide prompt, efficient and responsive service.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: high school library use; or paid/volunteer work in a school or community library.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of materials, boxes of books, equipment, bags and furniture weighing up to 50 pounds. Frequent pushing of book carts weighing up to 200 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

None required.

Certification/Registration

None Required.

Working Conditions

Positions usually require evening and Saturday work.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: October 1, 1959
Revised: March 12, 2003
Reviewed: Spring 2004