



CITY OF LARKSPUR PART-TIME HOURLY WORKER

This is a part-time hourly, at-will position. Part-time hourly workers do not receive benefits, except as required by law. Job description and pay under review.

ASSIGNMENT: LIBRARY PAGE

Up to \$14.00 per hour

Maximum of 960 Hours Per Year

Applications will be accepted for this position on a continuous basis. The next review of applications will occur on March 12. The selection process may include an interview and can begin as soon as vacancies occur. Please do not contact the Human Resources Department about the status of your application unless it has been more than 3 months.

DEFINITION

Under direction, part-time hourly workers in this assignment perform a variety of manual tasks to support library services at the Larkspur Library including sorting, shelving, stacking, and retrieving a wide variety of library materials for holds and transmittals, clearing book drops, and other duties as assigned. Employees in this category do not receive any benefits except as required by law.

DISTINGUISHING CHARACTERISTICS

Library Page responsibilities include a variety of routine tasks that maintain the condition of the library in accordance with standard procedures.

SUPERVISION RECEIVED AND EXERCISED

The Library Page reports to the Circulation Supervisor and may also receive guidance from other staff members. There are no direct reports or supervision exercised.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Include but are not limited to the following:)*

Under direction, part-time hourly workers in this assignment perform a variety of routine manual library support tasks including sorting, shelving, stacking, and retrieving a wide variety of library materials for holds and transmittals, clearing book drops, and performing other duties as assigned. Library Pages help maintain library materials in accordance with established alphabetical, numerical and categorical systems and conduct shelf reading for accuracy and shifts and transports books, magazines, A/V, etc., including pushing heavy book carts, to assigned areas of the library as directed. Assist in keeping all areas of the library in a clean, neat, and orderly condition and may assist in program and display set-up. Perform other job-related duties as assigned.

REQUIREMENTS

Knowledge of: Knowledge of basic principles of organization.

Skill and Ability in: Ability to sort and organize materials in alphabetical, numerical and topical order and attend to detail to ensure accuracy. Ability to learn and apply library policies and procedures, programs and services, and systems such as Dewey Decimal system. Ability to establish and maintain cooperative working relationships, deal courteously and tactfully with the public and other people encountered in the workplace, communicate effectively both orally and in writing, and follow specific instructions. Ability to speak, read, write, understand and communicate effectively using the English language.

EDUCATION AND/OR EXPERIENCE

This assignment requires sufficient experience and education to demonstrate the knowledge and skills listed and to perform the essential duties as required. A typical way of obtaining the required qualifications is through possession of or working toward a High School Degree or General Education Degree. Applicants under 18 years of age will be required to secure a work permit prior to employment. No experience required.

PHYSICAL WORKING CONDITIONS:

This assignment requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The employee will occasionally be required to climb or balance or crawl. While performing the duties of this job, the employee is regularly exposed to video display terminals. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Acute hearing is required when providing phone and personal service. The noise level in the work environment is occasionally loud. The employee must regularly lift and/or move up to 15 pounds and occasionally lift and/or move or push up to 40 pounds. The employee may be exposed to dust and infectious organisms.

APPLICATION PROCEDURE:

To be considered for this exciting opportunity, candidates should complete an online application through CalOpps.org. Please search for the category "Library" on CalOpps, or follow the link below directly to our CalOpps page:

<https://www.calopps.org/city-of-larkspur>

All required application materials must be submitted. Required materials include:

- **A completed application**
- **Resume attached in PDF format**
- **Complete answers to all supplemental questions**

The City of Larkspur is not responsible for the failure of Internet forms or e-mail in submitting your application. NOTE: A comprehensive job description can be found on the City of Larkspur's website.

ABOUT THE COMMUNITY OF LARKSPUR:

The City of Larkspur is a full-service municipality. We are located in the heart of Marin County, nine miles north of San Francisco, at the base of beautiful Mount Tamalpais. The City has a mix of commercial, residential and industrial uses. The residential population is approximately 12,000. Larkspur has a wonderful historic downtown, with shops and nationally recognized cafes and restaurants. A mix of lovely homes, condominiums and apartments are situated in the

surrounding hills and along the Corte Madera Creek. Attractive shopping centers provide services and amenities for our residents and visitors. The Larkspur Ferry whisks commuters across the bay to Downtown San Francisco.

Larkspur is a close-knit community with a well-educated population. Residents are actively involved in important local decisions about quality of life issues and the future direction of their city. The City Council encourages a high level of interaction between its citizenry and city government so that important issues are thoroughly discussed.

Accommodation: *Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources by emailing jthiessen@centralmarinpolice.org upon submittal of application.*

THE CITY OF LARKSPUR IS AN EQUAL OPPORTUNITY EMPLOYER