



City of Alhambra
Employment Opportunities

LIBRARY PAGE

- PART-TIME / TEMPORARY / OPEN

APPLICATION FILING PERIOD

August 14, 2008 – August 29, 2008 at 4:30 p.m.

No facsimiles or postmarks accepted. Applications are available at Alhambra City Hall- 111 S. First Street - Alhambra, CA. - 91801, or by calling the 24 HOUR JOBLINE at (626) 570-3295.

SALARY RANGE/BENEFITS

\$8.98 - \$10.35 PER HOUR. This position does not receive benefits.

POSITION

Under the supervision of the Page Supervisor, library pages are primarily responsible for the shelving of library materials, or under the Technical Services Coordinator, the processing of library materials. The position of Library Page involves participation in activities that require the ability to perform periodic strenuous labor/activity. The successful candidate will be trained in all library divisions and will be on call in addition to regular assigned hours. **Must be minimum of 16 years of age at time of application.**

DUTIES

Primary duties of the position include lifting, moving, sorting, and re-shelving library materials. Other duties may include, but are not limited to the following: shelf reading; maintaining audio visual/microform equipment; magazine processing; raising and lowering of flags; checking in of all library materials; processing (cover books, stamp items, make labels, etc.) library materials and other duties as required by the supervisor.

QUALIFICATION GUIDELINES

EDUCATION/EXPERIENCE: Previous library experience is desired, but not required. Education at a level to ensure the ability to read and write at a level necessary for adequate job performance.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: the Dewey Decimal Classification System is desired, but not required.

Ability to: quickly and accurately sort and file items in alphabetical and numerical order; perform courteously and effectively with staff and patrons at a busy public library facility; follow oral and written instructions; perform detailed work, accurately, under pressure; and operate a computer or typewriter.

SELECTION PROCESS:

Applicants must submit a completed original City of Alhambra Employment Application form prior to the final filing date. Applications will be screened for qualifications and appropriate background and only the most qualified will be invited to participate in the examination process. Successful candidates must achieve a minimum passing score in each of the test components. Applicants will be notified by mail as to the test date, time and location. The examination process will include the following:

Oral Interview	100%
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Candidates will be required to pass a City administered pre-employment physical and may be required to pass a thorough background investigation and polygraph examination as a part of the Selection Process. Candidates who do not pass will be disqualified and removed from the eligibility list.

ACCOMMODATION

Applicants with legal disabilities who require special testing arrangements **must** contact the Personnel Department at **least five (5) days prior to the examination date.**

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