

**BERKELEY PUBLIC LIBRARY  
NOW ACCEPTING APPLICATIONS  
FOR  
LIBRARY PAGE**

Opening Date: Monday, May 16, 2016

Application Closing Date: Friday, May 27, 2016 at 5:00pm (PST)

Salary: \$13.52 Hourly

The Berkeley Public Library is seeking qualified and energetic candidates for our entry-level class of Library Page. Library Pages under close supervision perform a variety of routine manual support tasks. This classification helps to provide public access to library materials by ensuring that all library materials are readily available in an organized and accurate order.

**Library Page is a non-benefited, non-career at-will classification. Persons appointed to positions in this classification will be classified as temporary, at-will employees, and will not gain property rights or have an expectation of continued employment. Incumbents will work no more than 14 hours per week and up to 2 years from their first appointment date to the classification. Incumbents are not eligible for rehire to this classification or for promotional-only recruitment opportunities in the City of Berkeley.**

Typical duties may include:

- Performs a variety of routine manual library support tasks including, sorting, shelving, stacking, retrieving a variety of library materials;
- Maintains Library materials according to alphabetical, numerical and categorical systems;
- Conducts shelf reading for accuracy and shifts and transports books and other library materials to assigned areas of the library as directed;
- Assists in keeping all areas of the library in a clean, neat, and orderly condition and public office supplies stocked;
- Packs, unpacks and distributes library shipments;
- Operates standard office equipment; and
- Performs related work as assigned.

**OTHER REQUIREMENTS:** Must be able to work evenings and weekends. Performs a wide range of physical motions, which may include routine and repetitive bending, reaching and pushing, moving and carrying library materials. Must have sufficient strength to repeatedly lift books weighing between 1 and 10 pounds, including overhead lifting, to load transit boxes, book bins and push book trucks weighing excess of 50 pounds. Applicants under 18 years of age will be required to secure a work permit prior to employment. No experience required.

**KNOWLEDGE AND ABILITIES:** Understand and carry out oral verbal and written instructions; sort and organize materials in alphabetical, numerical and topical order and attend to detail to ensure accuracy; deal tactfully and effectively with a wide variety of library users and co-workers; operate standard office equipment and computer workstations; and perform routine physical tasks such as bending, stooping and reaching.

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**HOW TO APPLY:**

Applicants must submit the following:

1. CITY OF BERKELEY EMPLOYMENT APPLICATION

Please submit materials:

- Via email to [RDeanEvans@ci.berkeley.ca.us](mailto:RDeanEvans@ci.berkeley.ca.us)
- Via US Mail to: Berkeley Public Library, Administrative Office, 2031 Bancroft Way, Berkeley, CA 94704
- In Person, Berkeley Public Library, Administrative Office, 2031 Bancroft Way, Berkeley, CA 94704 M-F 8-5, holidays excepted.
- Please do not contact the City of Berkeley, Human Resources Department regarding this recruitment.

**For questions regarding this recruitment email: [RDeanEvans@ci.berkeley.ca.us](mailto:RDeanEvans@ci.berkeley.ca.us) or call the Berkeley Public Library at (510) 981-6104.**

All materials must be received by closing date, May 27, 2016 at 5:00 p.m. PST.

Your application must be filled out completely. Resumes may also be submitted but are not a substitute for a completed application. Postmarks, faxes and incomplete applications will not be accepted.

The examination process will consist of:

1. Review of applications for minimum qualifications for the position and to ensure all materials have been submitted.
2. Written Examination - Applicants possessing these requirements will advance to a multiple-choice written examination **tentatively scheduled for the week of June 6, 2016**. The examination will cover elements of the knowledge and abilities identified in this announcement.

Applicants passing all examination phases will have their names placed on an employment eligible list that hiring department(s) will use to conduct final selection interviews. Hiring Department(s) will contact applicants directly if selected to participate in their hiring/selection process.

Candidates under final consideration for employment with the City should expect to undergo an employment background / reference check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process. Some positions, depending on the nature of the work, also require a credit check and a review of Summary Criminal History obtained from the State Department of Justice through Live Scan Fingerprinting.

DISCLAIMER: The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. Tests may consist of any combination of written, oral or other exercises or assessment procedures that test content. Components may include, but are not necessarily limited to, typing, math, reading, writing and analytical skills; problem solving ability; computer and software proficiency, or any other job-related knowledge, skill, ability or qualification. The City may, without notice, change or eliminate any particular assessment component or combination of components as needs dictate.

All City employees are required to provide services as Disaster Service Workers in the event of an emergency / disaster.