



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: PAGE

DEFINITION: Under immediate supervision, sorts and shelves books and other library materials, and performs a variety of routine clerical tasks throughout the library system.

EXAMPLES OF DUTIES:

- Sorts and shelves books and other library materials, alphabetically and numerically;
- Checks shelves and other areas for proper filing of books and library materials;
- Dusts desks and books shelves and straightens chairs and tables;
- Delivers and returns mail, books, and a wide variety of other library materials and equipment from one location to another;
- Packs and unpacks delivery bags, book cartons, housekeeping supplies, and other materials;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Ability to file alphabetically and numerically; effectively communicate and follow both verbal and written direction and deal tactfully with the public;

Ability to lift up to 40 pounds and maneuver book trucks;

Willingness to work part-time and irregular schedules including evenings and weekends;

A valid motor vehicle operator license may be required at time of appointment.

HISTORY:

Revision of Classification Specification dated 01/11/74.

Approval/Adoption Dates: 07/17/86 - Human Resources Department