

# ON CALL LIBRARY PAGE

\*LEAP QUALIFIED CANDIDATES

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\$16.61 - \$21.25 per hour



# PLACENTIA LIBRARY DISTRICT



The Placentia Library District was formed on September 2, 1919 and is one of 11 independent library districts in California. The Library's revenue consists of a share of local property tax revenues based on historic allocations, grants, and entrepreneurial funds.

\*The District is proud to offer the Library Employment Access Program (LEAP), a workforce initiative designed to provide meaningful employment opportunities for individuals with developmental, intellectual, or other disabilities who demonstrate independence. Participants in the LEAP program are employed under the guidance and mentorship of library staff.

## **Our Mission**

Placentia Library District inspires, opens minds, innovates, and connects our community.

This is a non-exempt position under the general direction of the Support Services Supervisor.

## **Key Responsibilities**

***Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.***

- Maintain cordial relations with all persons entitled to the services of the District.
- Check in library materials on the computer.
- Empty book drops located outside and inside the building.
- Sort and shelf incoming books, audio-visual materials, periodicals, and LOTs collection.
- Keep library materials in order on the shelves when shelving and with assigned inspection area.
- Assist the public with unloading donations.
- Assist with meeting room and program setup and breakdown.
- Assist with claims return, pull list, and missing trace reports.
- Assist patrons with directional questions.
- Retrieve In-House items and check in on computer.
- Assist with vending machine.
- Assist with closing and cleanup procedures.
- Assist with LOTs collection as needed.
- Picks up litter and discarded materials throughout the library.
- Straightens seating areas.

## **Education and Experience Needed**

***Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying.***

***A typical way to obtain the required qualifications would be:***

- Be at least 16 years or older.
- High school graduation or equivalent is preferred.
- Permits: Applicants under the age of eighteen (18) who are required to attend school must provide a valid California Worker's Permit prior to appointment.
- Previous library and/or customer service experience a plus.
- Possession of a valid California driver's license.

## **Working Conditions**

The Library is open seven days a week and is located at 411 E. Chapman Avenue, Placentia, California. This position is required to work during District operating hours or before and after operating hours to perform opening and closing duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

## **How to Apply**

Applications are available online at [www.placentialibrary.org](http://www.placentialibrary.org) and at Placentia Library District, 411 E. Chapman Avenue, Placentia, CA 92870. Candidates can submit their application by email to [administration@placentialibrary.org](mailto:administration@placentialibrary.org) or in person at the Placentia Library Administration Office. Resumes will not be accepted in lieu of an application - incomplete application will result in disqualification. This position will remain open until filled.

The Placentia Library District is an Equal Opportunity Employer.