



**CITY OF DECATUR**  
invites applications for the position of:

## **Library Page - (Half-Time) Internal**

**SALARY:** \$12.28 - \$14.00 Hourly

**DEPARTMENT:** Library - Union

**DIVISION:** Library - Union

**OPENING DATE:** 06/19/19

**CLOSING DATE:** 06/25/19 11:59 PM

### **JOB SUMMARY:**

#### **Internal Only - For Decatur Public Library**

There is currently a half-time position available at the Decatur Public Library in the Circulation Division. Persons passing all phases of the selection process will be placed on a Civil Service eligible register which will be used for a period of two years or until exhausted. Selection of candidates will be made according to the Civil Service laws for cities, as modified by the City Code of the City of Decatur, Illinois.

### **MAJOR DUTIES:**

#### **ESSENTIAL DUTIES TO BE PERFORMED**

1. Shelves library materials according to appropriate organizational scheme; processes newspapers; places new magazines on racks and removes older issues; keeps periodical stacks in order.
2. Performs general errands and delivery work; locates and delivers materials to various locations; delivers inter-library mail; empties book drops; sorts returned materials and inspects for damage; sensitizes/desensitizes library materials.
3. Adheres to departmental procedures for straightening materials/shelves throughout the library; reads shelves to maintain proper classification sequence.
4. Prepares new materials for circulation; prepares pockets, cover jackets, iron-on-labels; applies security tapes to materials already in circulation.
5. Checks in newspapers.
6. Assists with mending materials; replaces torn and missing pages; binds paperbacks; operates machinery necessary for these duties.
7. Helps with inventory or related projects; some data entry required.
8. Sorts and prepares carts for shelving after materials are checked in.
9. Moves large amounts of materials/equipment to and from vehicles and within the library building as directed by supervisor.
10. Performs related work and other duties as assigned.

### **KNOWLEDGE & SKILLS:**

#### **EDUCATION AND EXPERIENCE**

Graduation from high school or equivalent.

**ESSENTIAL KNOWLEDGE AND SKILLS**

1. Knowledge of business English, spelling and arithmetic.
2. Some knowledge of standard office practices and procedures.
3. Ability to work evening and/or weekend hours as required.
4. Knowledge of the Dewey Decimal library classification system.
5. Ability to lift and carry boxes of library materials and donations.
6. Ability to deal with the public and staff in general, and tactfully handle difficult work situations.
7. Ability to learn assigned clerical tasks readily and to adhere to prescribed departmental routines.
8. Ability to understand and follow basic oral and written instructions.
9. Ability to perform repetitive motion tasks with full range of mobility. Must have adequate eyesight, depth perception, and color vision to perform duties.
10. Must be able to work in the following environments: inside and outside with temperature variations; with noise and vibrations; and with adequate ventilation, meeting all relevant safety regulations.
11. Must be able to turn, balance, push, handle, reach, stoop, and stand for extended periods of time.

**SUPPLEMENTAL INFORMATION:****EXAMINATION PROCESS**

Applicants must successfully complete all portions of the selection process. The examination process will consist of the following:

- 1) **Written Examination:** All applicants must take the written examination and score at least 70% to move on in the process.
- 2) **Oral Interview:** All applicants passing the written test must pass an oral interview. The passing criteria for the oral interview is 70%.
- 3) **Veteran Points:** Applicants who pass the written test and oral interview may be eligible to receive veteran preference points added to their final examination score.
- 4) **Physical Examination:** Applicants placed on the eligible register must pass a physical examination which includes a drug screen by a physician of the Commission's choice, immediately prior to appointment.

**To Apply:**

Please visit this link <https://www.governmentjobs.com/careers/decatutil/transferjobs> You will have to create a user name and ID to apply for the position.

The link below does not apply to your application process.