

CITY OF IRVINE IS HIRING!

Part-time Library Page

Up to 19 hours per week
\$17.87 - \$23.48 per hour

Do you have the desire to make a meaningful impact in a vibrant and diverse community? Join a collaborative workforce committed to serving the City of Irvine. The City of Irvine seeks enthusiastic and experienced individuals to assist with a variety of tasks for library operations, events, and programs.

Your Impact:

- Perform a variety of office support tasks and library facility operations such as storing and retrieving supplies, assembling and breaking down equipment, shredding materials, and securing and opening public doors.
- Sort, shelf and file all materials using different filing systems; maintain cleanliness and orderliness of shelves and equipment.
- Unpack and check in library materials; participate in the preparation and organization of shipments and deliveries.
- Assist with processing materials for shelf readiness. Clean, repair, or discard library materials.
- Provide assistance to patrons with locating library materials, using library equipment, and locating various library services areas.
- Provides meeting and conference room support such as room set-ups, walk-throughs, and customer service for programs, community gatherings, events, and facility rentals. Maintain facilities and equipment.
- Prepare and deliver materials to library facilities and other locations as directed, using a City vehicle.

Minimum Qualifications:

- Must be at least 18 years old.
- Valid California driver's license and clean DMV record.
- First Aid and CPR certification within three months of employment.
- High school diploma or equivalent with some clerical or customer service experience.
- Any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Ability to push, pull, lift, or carry equipment/supplies (weighing up to 50 lbs.), and lean, stoop, twist, and bend in the performance of job duties.

Best Fit:

- The ideal candidate will possess a strong attention to detail and an interest in library services. Experience with customer service and library operations is desirable.

For more information, and to apply by 5 PM on May 12, scan the QR code with your smartphone, or visit:

cityofirvine.org/jobs

