

FOR IMMEDIATE RELEASE  
**CITY OF PALMDALE**  
***NEWS RELEASE***

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Palmdale City Library Seeks Library Page, Techmobile Driver

PALMDALE – The Palmdale City Library is currently recruiting for two regular part time positions.

The position of Library Page is available as a part time, non-benefited position for 10 hours per week.

Responsibilities include performing alphanumeric sorting and filing tasks; arranging returned materials on book trucks and shelving them in the proper order; straightening materials on library bookshelves; emptying book drops and taking returned items to proper shelving areas; performing check-in and check-out procedures; assisting with library programs and displays; and performing other tasks as assigned by primary supervisor.

Qualified candidates must have the ability to sort materials in alphabetic, alphanumeric, and numeric order; follow detailed instructions; maintain a regular work schedule which includes evening and weekend shifts; carry and lift library materials; and differentiate and read spine labels. Good interpersonal skills with library staff and the public and Spanish language skills are highly desired.

The Techmobile Driver is a part time, non-benefited position for 8 hours per week. High school diploma or equivalent is required, along with a Class C driver's license. Spanish fluency is highly desirable.

Responsibilities include providing library services to the public through the operation of the Techmobile on a once-weekly basis, operating a van-sized vehicle that carries a rotating

library collection to different sites within the community, participating in special activities and programming that relate to the Techmobile, such as the summer reading program and various community events, conducting pre-trip and post-trip inspections of the vehicle, and maintaining a clean vehicle, workplace and library collection.

Qualified candidates must have the ability to operate a vehicle in a safe and proper manner; adhere closely to time and route schedules; provide information to the Techmobile's patrons and potential patrons regarding the Techmobile's schedule and services; communicate effectively, both orally and in writing, and to prepare reports and maintain records; serve the public and the Library staff with friendliness, tact, and diplomacy; physical and mental ability to work independently to the extent appropriate to the position with initiative and judgment; strong technology skills, including in use of iPad technology; and drive in various and unpredictable driving conditions which are affected by weather, other drivers, potential traffic hazards and changing road conditions knowledge of local and state traffic ordinances and laws. Some knowledge of basic maintenance and repair of vehicles is desirable, but not required.

To apply for these positions, please visit <http://www.cityofpalmdale.org/Jobs>. For more information, please call the Palmdale City Library at 661/267-5600.

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