



City of Mountain View (CA) Senior Library Assistant

SALARY	\$3,087.75 - \$3,751.86 Biweekly \$6,690.13 - \$8,129.03 Monthly \$80,281.50 - \$97,548.36 Annually	LOCATION	Mountain View Public Library
JOB TYPE	Full-Time	JOB NUMBER	202400079
DEPARTMENT	Library Department	OPENING DATE	05/02/2025
FLSA	Non-Exempt	BARGAINING UNIT	EGLE

What's the Role and What You'll Do

We're looking for a creative and organized professional to take on the role of **Senior Library Assistant**. You will join a fast-paced, dynamic team environment, providing youth focused services within the Youth, Bookmobile and Collections Division. This position receives direction from Senior Librarian, may exercise direct supervision over other assigned office support staff and builds relationships throughout the organization. If you are looking to bring your knowledge of youth literature and strong administrative skills to directly impact library customers and staff, this position is for you. Review our detailed job description [here](#).

What You'll Do:

- Provide administrative support to all those in Division.
- Promote library services at outreach and bookmobile events as assigned.
- Answer reader's advisory and general reference questions for a wide range of youth literature, resources and materials.
- Use planning, analytical, and technical skills to work on special projects.
- Support library events and programs.
- Work with library team to provide a safe and welcoming environment
- Support of safety protocols.
- Work both independently and with a team to accomplish goals.

The Essentials

- Two years of experience performing paraprofessional or technical duties in a library setting equivalent to a Library Assistant II or Library Technician in the City of Mountain View.
- Education equivalent to an associate of arts degree.

Bonus Points:

- May need to possess a valid California Class C Driver License as required by the position.
- A bachelor's degree from an accredited college or university is highly desirable.
- Bi-lingual skills in Spanish, Chinese or Russian.

Are We a Match?

- You thrive in a fast-paced, team-oriented environment.
- You are adaptable, flexible and offer solutions in ambiguous situations.
- You possess solid knowledge of youth literature.
- You bring a creative mindset and are open to taking on new ideas and skills.
- You enjoy solving administrative tasks and balance your time efficiently.
- You're able to pivot priorities and can anticipate customer and staff needs.
- You value continuous learning as a team practice and contributing to a collaborative environment.
- You enjoy resolving administrative challenges.
- You are organized, detail-oriented and organized and can manage multiple, varying processes and tasks.
- You bring patient, compassionate and friendly customer service and enjoy working with customers of all backgrounds and ages.

Apply Now

Submit your application and resume online at www.governmentjobs.com or to the Human Resources Department; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. Application materials will be screened on a continuous basis with a first application review date of **Friday, May 23, 2025. Application received prior to this date will be prioritized. Qualified candidates are encouraged to apply early as this recruitment may close at any time.**

Fine Print. Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE). Prior to hire, candidates are required to successfully complete a pre-employment process, including employment verification and Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination. NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.

We offer a complete benefits package to full-time employees including health care, dental, vision, retirement, deferred compensation plans, flexible spending accounts, life insurance, long-term disability, holidays, vacation, and sick leave. To learn more details, visit our [Benefit Comparison Chart](#). The Senior Library Assistant position is represented by EGLE.

Employer

City of Mountain View (CA)

Address

500 Castro Street

Mountain View, California, 94041

Website

<https://www.mountainview.gov/>

Senior Library Assistant Supplemental Questionnaire

***QUESTION 1**

How many years of full-time experience do you have performing paraprofessional or technical duties in a library setting equivalent to a Library Assistant II or Library Technician?

- ☐ Under 1 year
- ☐ 1 year
- ☐ 2 year
- ☐ 3 year
- ☐ 4 year
- ☐ 5 year
- ☐ 6 year

***QUESTION 2**

What is your highest level of education completed?

- ☐ High school diploma or equivalent
- ☐ Some college coursework
- ☐ Associate degree
- ☐ Bachelor's degree
- ☐ Graduate degree

QUESTION 3

Please briefly describe your qualifying experience, including your job title, employer, and approximate time period (e.g., Jan 2021 – Mar 2023). A few bullets or short sentences is fine.

***QUESTION 4**

Rate your confidence in each task using the following scale: 0 – Not confident 1 – Somewhat confident 2 – Confident 3 – Very confident Assisting library patrons with account inquiries, fines, or accessing library services.

- ☐ 0 – I have not done this
- ☐ 1 – I've done this with help or supervision
- ☐ 2 – I can assist patrons independently in most cases
- ☐ 3 – I handle this regularly, including resolving complex issues

***QUESTION 5**

Rate your confidence in each task using the following scale: 0 – Not confident 1 – Somewhat confident 2 – Confident 3 – Very confident Using library or vendor systems to track materials, update accounts, or process inventory.

- ☐ 0 – I have no experience with library or vendor systems
- ☐ 1 – I've used these systems a few times with guidance
- ☐ 2 – I use these systems regularly and independently
- ☐ 3 – I am highly fluent and often help others troubleshoot or train

***QUESTION 6**

Rate your confidence in each task using the following scale: 0 – Not confident 1 – Somewhat confident 2 – Confident 3 – Very confident Maintaining accurate records and preparing statistics or basic reports.

- ☐ 0 – I have not maintained records or generated reports
- ☐ 1 – I've done simple tracking with help
- ☐ 2 – I regularly update data or generate basic reports
- ☐ 3 – I manage reporting independently and ensure data integrity

***QUESTION 7**

Rate your confidence in each task using the following scale: 0 – Not confident 1 – Somewhat confident 2 – Confident 3 – Very confident Explaining policies or procedures in a clear, respectful way to patrons of all backgrounds.

- ☐ 0 – I have limited experience doing this
- ☐ 1 – I've done this in basic or low-pressure situations
- ☐ 2 – I can do this effectively even with difficult or confused patrons
- ☐ 3 – I excel at this and frequently de-escalate issues while explaining policy

***QUESTION 8**

Rate your confidence in each task using the following scale: 0 – Not confident 1 – Somewhat confident 2 – Confident 3 – Very confident Leading, training, or supporting hourly staff or volunteers.

- ☐ 0 – I have not had this responsibility
- ☐ 1 – I've helped occasionally or shadowed others
- ☐ 2 – I have led or supported staff on a consistent basis
- ☐ 3 – I've formally trained or supervised others as part of my role

QUESTION 9

If you have experience supporting a specific library service area (e.g., Youth Services, Bookmobile, Acquisitions), please describe it briefly.

QUESTION 10

If you are bilingual, what languages do you speak fluently?

* Required Question