



We invite applications for the position of:  
**LIBRARIAN I/II (0.75 FTE)\***  
Librarian I \$51,367 to \$60,432 Annually  
Librarian II \$56,716 to \$66,725 Annually  
Plus a Comprehensive Benefits Package

“Mountain View is a great city to work for. The staff of the Mountain View Public Library are a supportive, talented team who truly care about what we do. The Adult and Virtual Services staff love to create a wide range of programs and events for our community. I feel like an information concierge, helping our patrons to discover something new.” – Candace Bowers, Librarian II

### Why Consider The City of Mountain View?

It's simple. You'll be joining a team of talented professionals in a fast-paced, dynamic work environment dedicated to serving the Mountain View community. When you become part of the City of Mountain View family, you will find this is not just a J-O-B, it is a way of life for those who seek a mission-oriented culture.

### About This Role

We want a **friendly, confident, energetic, and highly motivated** individual with **superb customer services skills and great technical and interpersonal skills** to join the Library Services Department of the City of Mountain View. We have one part-time vacancy (30 hours per week) in the Adult & Virtual Services division. This is a 30 hour/week, Sunday through Thursday, part-time position (firm schedule). In addition to the regular Sunday through Thursday schedule, you will have a weekly evening shift, and be part of a Saturday rotation. Half of your time, will be spent helping customers at the second floor information desk and half on library programs, outreach activities, collections, projects, etc. Here is an outstanding opportunity to join a great organization and contribute your talents and energies as a Librarian. You can review the detailed job description for Librarian I/II on the City's website [here](#). This recruitment will establish an eligibility list which may be used for future Librarian I/II vacancies.

### What You Bring

#### Librarian I

- Bachelor's degree from an accredited college or university with major course work in library science or related field.
- Master's degree in Library Science from an ALA accredited college or university is highly desirable.
- No professional library experience is necessary; however, extensive experience on a paraprofessional level is desired.
- A valid California Class C driver license

#### Librarian II

- Bachelor's degree from an accredited college or university with major course work in library science or related field.
- Master's degree in Library Science from an ALA accredited college or university is highly desirable.
- Two years of increasingly responsible professional experience performing duties similar to a Librarian I in the City of Mountain View.
- A valid California Class C driver license

### Who You Are

- You are passionate about libraries and believe that they are essential to a strong community.
- You have excellent customer service skills.
- You know how to talk to people and how to listen, helping customers find great reads and information.
- You have a good understanding of technology and a willingness to learn about all aspects of librarianship.
- You love to connect people to information through books, movies, music, the Internet, and programs.
- You communicate effectively in writing and in person, and are organized and enjoy the details.
- You love bringing your talents to a collaborative effort.

### What You'll Do

- Work at a public service desk.
- Oversee sections of the collection.
- Be involved in marketing and outreach activities.
- Envision, plan, and implement programs.
- Serve on Library and/or City committees.
- Cultivate partnerships with community stakeholders.

### What We Offer

- Comprehensive benefits package including generous paid leave and group health coverage\*
- CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members; 10.5% for new members to CalPERS with no Social Security deduction
- Opportunity to utilize \$2,000 in tuition reimbursement for education advancement annually, with an additional one time opportunity for up to \$20,000 for the completion of a work related Bachelor's or Master's degree\*
- Up to \$100/month\* City contribution for mass transit expenses, with \$10/month minimum employee contribution
- Professional Development Funds - \$800.00 annually\*
- Wellness culture including access to the employee gym and incentive pay\* for participating in the City's wellness program
- Employee appreciation days and activities

\*Prorated for part-time positions

### Are You Ready? Apply.

Submit your application, supplemental questions, and resume online at [www.calopps.org](http://www.calopps.org), or to the Human Resources Division, City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309.

**Deadline: The recruitment will close at 5:00 p.m. on Friday, February 15th, or after receiving 75 applications, whichever comes first.**

### Interview Process

The most appropriately qualified candidates will be invited to participate in the following process: Skype interviews (qualifying/non qualifying) which will be held on February 28<sup>th</sup> and March 1<sup>st</sup>. Select candidates who pass the Skype interviews will be invited to an in-person oral board interview (weighted 100%) tentatively scheduled for the week of March 4<sup>th</sup>. Select candidates who pass the oral board interview may be invited to interview with the Library Services staff tentatively scheduled for the week of March 11<sup>th</sup>. Depending on the number of applicants this process may be altered.

### The Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification and a 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.

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division 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).

**CITY OF MOUNTAIN VIEW**  
**LIBRARIAN I/II**  
**Supplemental Questionnaire**

**Please answer the following questions and submit with your application. Please limit to no more than 250 words for Questions #1 and #2.**

1. Briefly describe your background and why you are interested in the Librarian I/II position (include your library work experience and any public library experience you have). Tell us what qualities you have that make you a good fit for this position.
2. Describe a situation or assignment you found challenging. Tell us what you found most challenging, why, and how the situation was resolved.
3. Do you have a Master's degree in Library Science from an ALA accredited college or University? If you are in the process of obtaining your Master's degree in Library Science, please indicate the number of units you've completed, the total number of units for the degree, and list the courses you've taken.
4. Working a regular Sunday through Thursday and a weekly evening shift and a Saturday rotation is required schedule for the part-time position. Will you be able to work a regular Sunday through Thursday schedule?
5. If you have a Skype account, please provide your Skype ID or the email address associated with your Skype account.