



City of Mountain View

Now accepting applications for:

HOURLY LIBRARY PAGE

\$17.10 to \$19.92 Hourly

Why Mountain View?

Because where you choose to work, matters. Because you want to surround yourself with passionate, mission-driven colleagues committed to providing excellent service to the community and each other. Because you want to apply your talents in a place where words like “wellness,” “empathy” and “innovation” are not merely nice sentiments, but are ideals we strive to achieve in everything we do.

APPLY NOW!

Submit your application and resume online at calopps.org or to the Human Resources Division; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. This recruitment will close on **Friday, April 15, 2022 at 5:00pm or after 50 applications** have been received, whichever occurs first. This position will require a passing score of a written test which is based on the Dewey Decimal System administered by Library staff.

COVID-19 disclosure: City operational needs may be impacted by the ongoing and changing county and/or state mandated orders related to COVID-19. The City reserves the right to reassess the need for all prospective hires at any point in the recruitment and selection process, including fingerprinting, in direct relation to COVID-19 guidelines.

CULTURAL IDEALS:

- Empower People
- Foster Collaboration
- Support Continuous Learning
- Enhance Our Community
- Champion Wellness
- Lead with Empathy
- Embrace Change & Innovation

What's the Role?

We are seeking a **highly motivated, reliable, and detail-oriented** individual to join the Library for the position of Hourly Library Page with the City of Mountain View. This is a part-time and non-benefitted position not to exceed 1,000 hours per fiscal year. This position requires a minimum 12 hours per week and a maximum of 18 hours per week. You will join a service-oriented, team environment to sort and shelve books and media. The Library has an immediate need for workers on Saturdays, Sundays, and weekday mornings. In the near future we will also need evenings.

The Essentials

- Must be at least 18 years old or older.
- Ability to bend, reach, push, lift and carry items weighing up to 40 pounds.
- Availability to work flexible hours.

Bonus Points

- Experience working in a public library.

What You'll Do

- Sort and shelve library books and media.
- Push shelving carts.
- Empty bins in the sorting room.
- Shelve hold items.
- Move and shift collections.
- Project a positive team spirit.

Are We a Match?

- You have the ability to learn and follow library policies and procedures.
- You are **observant** and **pay attention to detail**.
- You **welcome responsibility** and are not afraid to ask for clarification when unsure about what is expected.
- You have the ability to **establish and maintain courteous and effective working relationships** with Library staff.
- You are able to work with minimal supervision.

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<https://www.linkedin.com/company/city-of-mountain-view/>

Fine Print. Depending on the number of applications, the above process may be altered. 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 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. **City of Mountain View requires all employees to be fully vaccinated against COVID-19. This mandate allows for limited exceptions.** 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.