



# City of Mountain View

Now accepting applications for:  
**LIBRARIAN I.II**

## LIBRARIAN I

\$81,726 - \$110,570

with a control point of \$96,148.

## LIBRARIAN II

\$90,236 - \$122,085

with a control point of \$106,161.

*Pay beyond the control point may be awarded for exceptional experience and qualifications upon hire and/or for meritorious performance while serving.*

## 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.

*"Working for the library has been a great experience. There is a strong commitment to staff wellness and safety, community engagement, and innovative services. The divisions are full of supportive, creative, and dedicated individuals who put a lot of consideration and intention into the variety of programs and services we offer."*

*--Annika Koltermann, Librarian I*

### What's the Role?

We are seeking librarians who are emotionally intelligent, well-rounded, adaptable, friendly, forward-thinking, and **highly motivated professionals** with outstanding **customer service** and **interpersonal skills** to join the Library Department of the City of Mountain View. These positions will be full-time and have schedules that include weekends and weeknights. This is an outstanding opportunity to join a great organization and contribute your talents and energies. Review the detailed job description for Librarian I/II on the City's website [here](#).

### The Essentials

#### Librarian I

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

#### Librarian II

- Bachelor's degree from an accredited college or university with major course work in library science or related field.
- 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's license.

#### Bonus Points

- Master's degree in Library Science from an ALA-accredited college or university is highly desirable.

### What You'll Do

Librarians provide a breadth of services to support Mountain View's diverse informational, recreational, and educational needs. They may be assigned to perform the following duties:

- Serve at a public desk.
- Develop, plan, promote and conduct a variety of programs for different age groups.
- Perform collection development for specific audiences, including tracking budgets.
- Coordinate projects that support Library initiatives and partnerships.
- Contribute to outreach efforts.
- Support maintenance of a safe and orderly environment.

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# City of Mountain View

## CULTURAL IDEALS:

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

## APPLY NOW!

Submit your application and resume online at [calopps.org](http://calopps.org) 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 **Tuesday, December 5, 2023. This recruitment may close at any time.** Depending on the number of applicants this process may be altered.

## Are We a Match?

- You are **passionate** about libraries and believe that they are essential to a strong community.
- You possess **excellent customer service skills**.
- You are **approachable** and have a **collaborative attitude**.
- You know how to talk to people and how to listen. You are **tactful** in difficult situations.
- You enjoy **helping customers** with a wide variety of information needs.
- You have a good understanding of technology and a **willingness to learn** about all aspects of librarianship.
- You **communicate effectively** in writing and in person; you are **organized** and enjoy the details.

## The Perks!

- **Comprehensive Benefits:**
  - Generous paid leave and group health coverage (medical, dental, vision, EAP, Life & Disability Insurance)
  - CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members and 10.5% for new members to CalPERS with no Social Security deduction
- **Support for Continuous Learning & Development:**
  - Up to \$2,000 in tuition reimbursement for education advancement annually, with a one-time opportunity for up to \$20,000 for the completion of a work-related Bachelor's or Master's
  - Professional/Technology Development Funds (\$800.00 annually)
- **Wellness and Engagement Culture:**
  - Access to an onsite employee gym
  - Incentive pay for participating in the City's wellness program
  - Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution; a bicycle commute incentive.
  - Ongoing commitment to robust internal communication and feedback.
- **And More:** Employee appreciation days and activities.

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 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.