



City of Mountain View

Now accepting applications for: **LIBRARY BUILDING ATTENDANT (HOURLY)**

\$19.64 to \$22.63 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.

Application materials will be screened on a continuous basis. **This recruitment may close at any time.** Depending on the number of applicants this process may be altered.

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 want a highly **motivated**, **reliable**, and **customer service-oriented** individual to join the Library for the Building Attendant position with the City of Mountain View. This is an hourly and non-benefitted position not to exceed 1,000 hours per fiscal year. The Building Attendant ensures that Library customers have a quality experience by upholding the Library's behavior policy and ensuring a safe and welcoming environment.

The Essentials

- You are at least 18 years of age and have the equivalent to completion of the 12th grade.
- Available to work flexible hours including nights and weekends.

Bonus Points

- One year of experience requiring frequent public contact and customer service and the interpretation of rules and regulations.

What You'll Do

- Monitor building perimeter, library floors, and report issues.
- Provide exceptional customer service.
- Communicate the Library's policies to Library customers, including the Library Behavior Policy, and assist staff in its enforcement.
- Write up incident reports describing situations that have occurred.
- May assist staff in preparing the building for service.
- Help close the building at the end of the day by clearing all public areas, clearing the restrooms, and checking all perimeter doors.

Are We a Match?

- You have experience in providing excellent customer service.
- You can tactfully communicate clearly and effectively both orally and in writing.
- You can maintain courteous and effective working relationships with the public and Library staff.
- You possess basic knowledge of productivity software such as Word and Excel.

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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. 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.