



THE CITY OF REDWOOD CITY INVITES APPLICATIONS FOR:

**LIBRARIAN
I/II/LEAD
YOUTH SERVICES**

*(ONSITE / IN-PERSON
Full-Time 38 HOURS PER WEEK)
#26A-16*

SALARY:
LIBRARIAN I
\$7,476.89 - \$9,090.34 / Monthly
LIBRARIAN II
\$8,220.90 - \$9,999.49 / Monthly
LEAD LIBRARIAN
\$8,346.11 - \$10,151.77 / Monthly

Closing: Friday, April 17, 2026
(Opened: March 23, 2026)

Interested in joining the Redwood City team?

Submit your application via
www.calopps.org by Friday, April 17, 2026, by 5:00pm

In Person Oral Board interviews tentatively scheduled for **Thursday, May 7, 2026**

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

All applications will be reviewed for completion, relevant education, experience, training and other job-related qualifications. Those who best meet the stated qualifications and requirements for the position will be invited to participate in the selection process. The specifics of the selection process will be communicated to those selected candidates.

WHY JOIN THE REDWOOD CITY TEAM?

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by the core values *excellence, integrity, service, collaboration, inclusion, and innovation*. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication. The community is known for its inclusivity, strong engaged neighborhoods, and civic pride.



The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career as a part of a hard-working and fun Library team that fosters innovation, creativity and collaboration, we hope you'll apply.

THE POSITION

The City of Redwood City is looking for a dynamic, energetic, team-oriented full-time (38-hours per week) Librarian, to coordinate the library's outreach and deliver innovative programs and services for children and families throughout the community. The position is flexibly staffed at the Librarian I/II or Lead Librarian level, depending on the candidate's experience. Bilingual Spanish/English preferred.

The current opening is based at the Downtown Library and will provide services and programs for youth at all three library locations and in the community. The position will require work during the day, evenings and weekends. The mission of the Redwood City Public Library is to cultivate community and advance equity by welcoming all people to experience the shared joys of literacy and learning. This position plays a key role in advancing that mission by fostering a sense of inclusion and belonging for the diverse youth and families in our community.

THE IDEAL CANDIDATE

The ideal candidate for this position will work onsite and in person, have at least one year of experience performing professional library work with children (0-5 years old) in early childhood education, children's library work, storytelling and read-aloud activities. The ability to speak Spanish is a plus.



BENEFITS

The successful candidate will enjoy the following benefits as:

- Public Employees Retirement System (PERS)** 2%@60 for current “classic” members, 2%@62 for new members
- Health Insurance:** Opportunity to select from a variety of health plans that are administered by PERS; Maximum City contribution is \$2,373.74/month
- Dental & Vision Insurance:** The City pays 95% of the premium
- Life Insurance**
- Employee Assistance Program**
- Vacation Leave:** 10-25 days per year
- Sick Leave:** 12 days per year
- Paid Holidays:** 18 days per year
- Bereavement Leave:** up to 3 days
- Free Fitness Center** access at City facilities
- Education Reimbursement Program** up to \$1,500 annually
- Commuter Program:** City matches up to \$100/month on commuter expenses.



Example Job duties:

- Plan and conduct weekly storytimes
- Initiate, plan, present, and conduct diverse and creative programs and services for youth, teens, parents and families, ensuring that programming advances equity across our community
- Promote youth and family services to the community, schools, and local agencies
- Perform outreach to the community, community organizations, and schools; inform residents and community organizations about library services, programs and collections.
- Demonstrate a passion for youth literature and the promotion of its value
- Participate in collection development activities, including selection, evaluation and merchandising of children’s materials
- Participate in developing goals, policies and procedures related to youth services
- Work collaboratively with local schools, community organizations, City and Library staff
- Work with library administration to seek supplementary funding to enhance library services
- Advise and assist library customers; demonstrate the use of library catalogs and other library resources; refer customers to other appropriate agencies as needed.
- Provide customer service experience that strives for the highest level of satisfaction, by applying and using the Redwood City Public Library Active Customer Service Model
- Participate in library publicity and public relations activities
- Participate in department meetings and continuing education programs as appropriate
- Create a welcoming, safe environment for youth and families
- Plan, prioritize, assign, supervise and review the work of staff involved in department
- In the absence of a Lead Librarian, supervisor or manager, may be asked to perform in-charge duties related to Library operations and security for specified hours

To review the job specifications click [Librarian I/II/Lead](#)

MINIMUM QUALIFICATIONS:

BUILD A GREAT COMMUNITY TOGETHER



Noting that positions may be filled at the Librarian I or Librarian II level, depending on qualifications, minimum qualification may be *any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

Education & Training:

Possession of Master of Library Science degree from an American Library Association accredited college or university.

Experience:

Librarian I: No experience required. Experience working with children or teens is preferred, but is not required.

Librarian II: Two years of experience performing professional library work.

Lead Librarian: Two years of experience performing professional library work as a Librarian. Experience in a public setting handling in-charge duties is desirable.

Licenses & Certificates

Possession of a valid California Class C Driver's License and a satisfactory driving record or ability to reliably relocate between locations as needed during scheduled work shift.

Knowledge of:

- Developmental, recreational and educational needs of children
- Current trends in library services for children
- Youth literature
- Principles and procedures of professional library work
- Interpersonal communication techniques for providing a high level of customer service to the public
- Materials and services available in public libraries
- Programming and outreach

Ability to:

- Work well with children, their care providers and parents
- Promote the love of learning, literature and libraries
- Perform professional library tasks in areas of youth services, outreach services, information services, collection services, and technology services
- Work independently in absence of supervision
- Work as a team player within a work group
- Provide a high level of customer service in a professional manner
- Operate library system databases
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Communicate clearly and concisely, both orally and in writing
- Supervise and train assigned staff



A City application is required. Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

- Criminal History Check
- DMV Check
- Fingerprint Check
- TB Test
- Reference Check

Special Instructions: A City application, cover letter and supplemental questionnaire are required. Applications must be filled out completely. Failure to complete the application and supplemental questions will disqualify the applicant from the recruitment process. Failure to list work experience, education or training or stating “See Resume” in the work experience section of the application will be considered an incomplete application and subject to disqualification. Resumes may be attached separately, but resumes will not be accepted in lieu of a City application.

**SUPPLEMENTAL QUESTIONNAIRE
LIBRARIAN I/III/LEAD –YOUTH SERVICES #26A-16
CITY OF REDWOOD CITY**

Please answer the following question.

1. Please tell us how your experience and/or education prepares you to serve youth. Please be sure to include any experience you may have had with developing, promoting and evaluating programs for children.
2. One of Redwood City Public Library's service priorities is to promote inclusion in our community. Describe how you will work with your team to ensure that the library is meeting this service priority.
3. Do you speak Spanish? YES/NO

[The City of Redwood City is proud to be an Equal Opportunity Employer!](#)

*The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.
Any provisions contained in this bulletin may be modified or revoked without notice.*

BUILD A GREAT COMMUNITY TOGETHER