



THE CITY OF REDWOOD CITY  
INVITES APPLICATIONS FOR:

## LIBRARIAN I/II

(ADULT SERVICES)  
OR  
(CLASSIFICATION &  
CATALOGING)

#2601

### SALARY:

\$5,876 - \$7,856 / Monthly  
Closing 2/11/2019 at 5:00pm  
*or upon receipt of the first 100  
applications*  
(Opened 1/22/2019)

### Application Process

Apply online at  
[www.CalOpps.org](http://www.CalOpps.org)  
Member Agency: Redwood City

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.

### Selection Process

Oral Board Interview  
tentatively scheduled for  
**February 26, 2019**

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.



### ABOUT THE CITY

The City of Redwood City is a San Francisco Bay Area community located in the heart of Silicon Valley, the technology-rich region extending from the San Francisco shoreline to the foothills of the Santa Cruz Mountains. Redwood City is the third largest city within the County of San Mateo, with over 82,881 residents. The city enjoys an average of 255 sunny days a year, which it boasts via the city slogan:

"Climate Best by Government Test". We are a community that believes in working together to maintain and improve our quality of life. In fact, the City Council of Redwood City formally adopted a "Core Purpose" - *Build a Great Community Together*. This represents our commitment to community building, which is a crucial part of how we do business every day. Become a part of the team and join us in building a great community!

### ABOUT THE POSITION

The City of Redwood City's award-winning Library is looking for a dynamic, energetic professional who enjoys providing excellent customer service to the public, coordinating with others to meet and exceed goals, thriving in a team-oriented environment, and growing with a forward-looking library organization committed to serving its community with integrity, creativity and innovation. The Redwood City Public Library cultivates community by welcoming all people to experience the shared joys of literacy and learning.

The Redwood City Public Library is currently recruiting for two **full-time (38 hours per week)** positions:

#### Librarian I/II - Adult Services

*Typical duties include, but are not limited to, the following:* plans, organizes, implements, supervises and evaluates services to adults; initiates, plans and conducts a variety of programs and activities; promotes, publicizes and represents adult services and the library to the community and local agencies in cooperation with other city and library departments; works with library administration to seek supplementary funding to enhance library services, including state and federal grants; trains, supervises and evaluates staff and volunteers; participates in developing goals, policies and procedures related to adult services; interprets policy and explains procedure to the public; compiles, reviews and interprets statistical data regarding use of adult services; prepares regular management reports for review; work shifts on the customer service desk; performs related duties as assigned.

#### Librarian I/II - Classification and Cataloging

*Typical duties include, but are not limited to, the following:* descriptively catalog and classify in MARC format books, recorded music, DVDs, and electronic materials in English and other languages (most often Spanish), for all library materials; represent Redwood City Public Library at Bibliographic Standards meetings and participate in consortium-wide decisions; make local cataloging decisions consulting with other staff as necessary;

**BUILD A GREAT COMMUNITY TOGETHER**



## BENEFITS

The successful candidate will enjoy the following benefits:

- Public Employees Retirement System (PERS) 2.7% @ 55, or 2%@60 for current members, 2%@62 for new members
- Opportunity to select from a variety of health plans that are administered by PERS; Maximum City contribution is \$1,800/month  
Dental & vision insurance  
Employee Assistance Program
- Vacation leave: 10-25 days per year
- Sick leave of 12 days per year
- Fourteen paid holidays per year
- Fitness center access at City facilities
- Commuter program available (6 minute walk from Caltrain)

## CITY VALUES

### Our Core Purpose:

Build a Great Community Together

The values that guide us are:

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

demonstrate to library patrons the use of library catalogs, electronic databases, and other finding aids; perform a variety of professional librarian duties including reference, young adult and children services; organize, maintain and index cataloging and other resource materials; review and select materials for acquisition and/or disposition; participate in worksite meetings, library-wide work teams, and continuing education programs as appropriate; compile activity reports and statistics; assist in the technical supervision, training and selection of paraprofessional staff and pages; work shifts on the customer service desk; perform related duties as assigned.

Positions may be filled at the Librarian I or Librarian II level, depending on qualifications.

## MINIMUM QUALIFICATIONS

*Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:*

### Education & Experience

Possession of a Master of Library Science degree from an American Library Association accredited college or university and two years of experience performing professional library work as a cataloger or as an adult services librarian is preferred.

### Licenses & Certificates

- Incumbent may be required to travel between various locations during their scheduled work shift.
- Must possess a valid California Driver's License and satisfactory driving record.

### Knowledge of:

- Principles and procedures of professional library work
- Common computer applications and use of the internet
- Policies, procedures and functions of a library system
- Materials and services available in public libraries
- Community agencies' functions and resources
- Principles and practices of supervision and training

### Ability to:

- Provide excellent customer service
- Work well with the public, and relate to and communicate with people of all ages
- Provide reference and readers' advisory services
- Respond to customer complaints and requests
- Keep abreast of changing technologies and appropriate library applications, such as Internet and other networked resources
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work



- Work collaboratively with representatives of other libraries to develop cooperative policies
- Create long-range and short-range goals and objectives
- Communicate clearly and concisely, both orally and in writing
- Exercise initiative and independent judgment
- Maintain a calm atmosphere, assure safety, and respond to emergencies
- Supervise and train assigned staff
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures
- Speak Spanish is desirable

### Additional Requirements

#### Librarian I/II - Adult Services

Knowledge of:

- Adult literature and other materials for adults
- Popular culture and current trends
- Familiarity with adult interests
- Current trends in library services for adults

Ability to:

- Work with adults of varied backgrounds, ages, and abilities
- Handle a sizable number of people simultaneously, with skill
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties
- Perform outreach to the community, community organizations and adult schools; inform citizens and community organizations about library services, programs and collections

#### Librarian I/II - Classification and Cataloging

Knowledge of:

- MARC cataloging practice appropriate for public libraries, including format integration
- Computer-based bibliographic technologies and resources for libraries (esp. Innovative's Millennium III/Sierra)
- Principles and practices of professional library work
- Collection management practices in public libraries

Ability to:

- Provide accurate cataloging and classification for library materials
- Monitor the integrity of bibliographic data to ensure high quality for users
- Catalog materials in Spanish is highly desirable for this position

The ideal candidate for the Classification and Cataloging position, will be able to provide classification and cataloging in MARC format of library materials in all media, including original cataloging when required (the ability to catalog materials in Spanish is highly desirable); lead cataloging and processing activities of paraprofessional staff; represent the library in the Bibliographic Standards Committee of the Peninsula Library System (which shares a system wide bibliographic data base using Innovative Interfaces Inc. Millennium); maintain local cataloging practices; and assist the Collection Development Manager in designated collection management activities.



**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

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**SUPPLEMENTAL QUESTIONNAIRE  
LIBRARIAN I/II #2601  
CITY OF REDWOOD CITY**

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Please answer the following questions.

1. Give an example of a time you gave excellent customer service.
2. What type of innovative service would you provide for adults (response required if applying for the Adult Programming Librarian position)?
3. What is your experience with cataloging in a professional library setting (response required if applying for the Classification and Cataloging Librarian position)?

[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.*

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