



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

LIBRARIAN I/II YOUTH SERVICES

ONSITE / IN-PERSON
PART-TIME 20 HOURS PER WEEK
PRORATED BENEFITS

#24A-56

HOURLY SALARY:
\$43.45 -52.83 / Hourly (Librarian I)
\$47.78 -58.11 / Hourly (Librarian II)

Closes February 3, 2025
(Open January 13, 2025)

**Interested in joining the
Redwood City team?**

Submit your application via

www.calopps.org by:

Oral Board interview (via zoom)
tentatively scheduled for

Tuesday, February 25, 2025.

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 part-time **(20-hours per week)** Librarian, to coordinate the library's outreach to preschools and day care centers, and deliver innovative programs for children and families. The current opening is based at the family friendly Redwood Shores Branch Library and will provide services at both the Redwood Shores Branch Library and Schaberg Branch Library. This 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 in our community.

Example of Job Duties

- Plan and conduct weekly storytimes
- Plan, present, and conduct diverse creative programs for youth and teens
- Promote youth and family services to the local community and local agencies
- Design, plan, organize, implement, supervise, and evaluate services to youth, teens, parents, and families
- Demonstrate a passion for youth literature and the promotion of its value
- Advocate for youth and family services
- Create a welcoming, safe environment for youth and families
- Select children's materials for the collection
- 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 customers in the selection of books, periodicals, media and other library materials
- To review the job specifications click [Librarian I/II](#)

BUILD A GREAT COMMUNITY TOGETHER



BENEFITS

The successful candidate will enjoy the following PRORATED benefits as:

Part-time- **20 hours per week, provides prorated benefits at 50% of the full-time equivalent benefits below:**

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.

CITY VALUES



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 preschool-aged children (0-5 years old) in early childhood education, children's library work, storytelling and read-aloud activities, working with teens, and/or preferably in developing and presenting training and workshops on child development related topics.

MINIMUM QUALIFICATIONS:

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:

Experience working with preschool-aged children (0-5 years old) in early childhood education, children's library work, storytelling and read-aloud activities; working with teen; and/or preferably in developing and presenting training and workshops on child development related topics is preferred, but is not required

Librarian II:

Two years of experience performing professional library work.

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.

Ability to:

- Perform professional library tasks in areas of information services, collection services, technology services, outreach services, and youth and adult services.
- Operate library system databases.
- Provide a high level of customer service in a professional manner.
- Assist library customers in response to information services and related library questions.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Communicate clearly and concisely, both orally and in writing.
- Work well with children, their care providers and parents
- Work independently in absence of supervision
- Work as a team player with a group of dedicated child advocates
- Promote the love of learning, literature and libraries to you children and the adults in their lives.



Knowledge of:

- Principles and procedures of professional library work including methods, Practices, and techniques of library classification, cataloging, and Information services.
- Policies, procedures and functions of a library system.
- Public library materials selection standards and procedures.
- Library methods, techniques, and sources.
- Cataloging and bibliographic databases and rules for entry of library material.
- Interpersonal communication techniques for providing a high level of customer service to the public.
- Materials and services available in public libraries.
- Programming and outreach.
- Early child development
- Early childhood education
- Preschool-level children's' literature
- Read-aloud techniques and other learning activities
- The roles of libraries in children's lives

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 and supplemental questionnaire is 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/II #24A-56
CITY OF REDWOOD CITY**

Please answer the following question.

1. Please describe your experience with performing professional library work with preschool-aged children (0-5 years old). Please be sure to include any experience you may have had with developing, promoting and evaluating programs for children in this age group.
2. Please describe your professional experience, education, training, knowledge, skills, and/or abilities that have prepared you for this 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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