



THE CITY OF REDWOOD CITY  
INVITES APPLICATIONS FOR:

## LIBRARIAN I/II/Lead

YOUTH SERVICES

TEEN SERVICES

ADULT SERVICES

NEIGHBORHOOD SERVICES

ONSITE / IN-PERSON

Full-Time 38 HOURS PER WEEK

#25A-74-81-83

HOURLY SALARY:

\$44.08 – 53.60 (Librarian I)

\$48.47 – 58.96 (Librarian II)

\$49.21 – 59.85 (Lead Librarian)

**Closes: October 31, 2025; at 5pm**

(Open: October 3, 2025)

Interested in joining the Redwood City  
team?

Submit your application via

[www.calopps.org](http://www.calopps.org)

Oral Board interview will be **In Person**  
tentatively scheduled for

**December 3, 2025 & December 4, 2025**

**\*Note this recruitment will be used to fill  
multiple vacancies within the Librarian  
Classification.**

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 POSITIONS

The following positions are flexibly staffed at the Librarian I/II or Lead Librarian level, depending on the candidate's experience. Bilingual Spanish/English preferred.

- **Youth Services - Librarian I, II, Lead:** 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 at the Downtown Library and throughout the community.
- **Teen Services - Librarian I, II, Lead:** A dynamic, energetic, team oriented full-time (38-hours per week) Librarian, to deliver innovative programs and services for teens with diverse backgrounds and abilities and to coordinate the library's outreach to middle/high schools and throughout the community.
- **Adult Services - Librarian I, II, Lead:** Seeking full-time Librarians (38-hours per week) with expertise in cataloging, collection development, programming for adults, outreach and exceptional customer service.

This position is flexibly staffed at the Librarian I/II level, depending on the candidate's experience.

- **Neighborhood Services - Librarian I/II:**  
This position is flexibly staffed at the Librarian I/II level, depending on the candidate's experience. A dynamic, energetic, team oriented full-time (38-hours per week) Librarian I/II to deliver innovative services and programs for children, families and teens, at the family friendly Redwood Shores Branch Library and Schaberg Branch Library.

These positions 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. These positions play a key role in advancing that mission by fostering a sense of inclusion and belonging for the diverse youth and adults in our community.

### Example of Job Duties

- 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.
- Assist in the development, implementation, and evaluation of programs and services in such areas as youth, adult, and others; recommend program and procedure changes.
- Participate in library publicity and public relations activities; prepare exhibits for publicity.
- Guide customers to books or other Library materials to further their reading interest.

**BUILD A GREAT COMMUNITY TOGETHER**



## 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.

## CITY VALUES



- Organize and maintain a variety of library materials.
- Classify and catalog library materials.
- Maintain and update library databases.
- Review appropriate sources and select materials for acquisition and/or deselection, as appropriate.
- Research and respond to difficult or technical information service questions
- Participate in department meetings and continuing education programs as appropriate.
- Attend and represent the Library at professional meetings as required.
- Perform outreach to the community, community organizations, and schools; inform residents and community organizations about library services, programs and collections.
- Respond to customer complaints and requests.
- Assist in selecting, supervising, training and evaluating assigned staff.
- Plan, prioritize, assign, supervise and review the work of staff involved in department
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- 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

## THE IDEAL CANDIDATE

The ideal candidate for these positions will work onsite and in person, have at least one year of experience performing professional library work with children, teens (grades 7-12), or adults.

## MINIMUM QUALIFICATIONS:

Noting that positions may be filled at Librarian I, Librarian II, or Lead Librarian 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.

**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.



**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 within a work group
- Promote the love of learning, literature and libraries Supervise and train assigned staff.

**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.

**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  
CITY OF REDWOOD CITY**

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*Please answer the following questions:*

1. Please describe your professional experience, education, training, knowledge, skills, and/or abilities that have prepared you for this position.
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. Please describe your experience with performing professional library work with youths, teens and/or adults. Please include experience developing, promoting and evaluating programs for each category as appropriate.
4. Librarian positions will be available within different divisions of the Library, please check the primary options of interest for you:
  - Youth Services (0-12 years)
  - Teen Services (13-18 years)
  - Adult Services (19+ years)
  - Neighborhood Libraries: Redwood Shores & Schaberg Branch Libraries (Youth & Teen Services)

**[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.*