



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

LIBRARIAN I/II - YOUTH SERVICES

(Part-Time 20 Hours per Week)

#2602

SALARY:
\$35.68 - \$47.71 / Hourly

OPEN UNTIL FILLED*

*Applicants should apply by 5:00 p.m.
on February 22, 2019, to be
considered in the first round
application review.*

(Opened 1/28/2019)

Application Process

Apply online at
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
March 14, 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.

*Amended 2/8/2019



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 is looking dynamic, fun-loving Librarians to coordinate the library's outreach to preschools and day care centers; and innovative programs for children and families.

The Redwood City Public Library is currently recruiting for three **part-time (20 hours per week)** positions:

Typical duties include, but are not limited to: promoting youth and family services to the community and local agencies; designing, planning, organizing, implementing, supervising and evaluating services to youth, parents, and families; initiating, planning and conducting a variety of programs and activities; performing story times for all ages; demonstrating a passion for youth literature and the promotion of its value; advocating for youth and family services; creating a welcoming, safe environment for youth and families; selecting children's materials for the collection; and creatively merchandise children's materials; participating in developing goals, policies, and procedures related to youth services; and performing related duties as assigned. Work collaboratively with local schools, community organizations, city and library staff. Work with library administration to seek supplementary funding to enhance library services; performing related duties as assigned.

THE IDEAL CANDIDATE

The ideal candidate for this position, will 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, and/or in developing and presenting training and workshops on child development related topics is preferred.

At least two years of experience performing professional library work is preferred. Positions may be filled at the Librarian I or Librarian II level, depending on qualifications.



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)

Part-time - 20 hours per week, All benefits will be prorated at 50% of the full-time equivalent.

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.

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

- A Master's of Library Science degree from a school accredited by the American Library Association (ALA) 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 including methods, practices, and techniques of library classification, cataloging, and reference.
- Policies, procedures and functions of a library system.
- Public library materials selection standards and procedures.
- Library methods, techniques, and sources.
- Computerized cataloging and bibliographic data bases and rules for entry of material.
- Interpersonal communication techniques for dealing with the public.
- Materials and services available in public libraries.

Ability to:

- Perform professional library tasks in areas of reference, cataloging, interlibrary loans, audio visual, children's or adult services.
- Operate computerized cataloging and bibliographic data bases.
- Work well with the public.
- Assist library patrons in response to reference 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.

Additional Requirements

Knowledge of:

- Early child development
- Early childhood education
- Preschool-level children's literature
- Read-aloud techniques and other learning activities
- The role of libraries in children's lives
- Spanish speaker is preferred.



Ability to:

- Work well with children, their care providers and parents
- Communicate clearly, both orally and in written form
- Develop and present training and workshops on read-aloud techniques and other pre-literacy learning techniques
- Work with volunteers by inspiring, guiding, recognizing and acknowledging their efforts
- 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 young children and the adults in their 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

**SUPPLEMENTAL QUESTIONNAIRE
LIBRARIAN I/II #2602
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.

[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