



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

LIBRARY ACTIVITY LEADER -NEIGHBORHOOD LIBRARIES YOUTH SERVICES

#26C-02

(CASUAL/HOURLY)

Part-time:
5-15 hours per week

SALARY:
\$23.69–\$27.42/ hour
(Continuous)

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

All applications will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job-related qualifications. The most qualified applicants will be asked to participate in the testing process which will consist of an interview with Library Department staff.



WHY JOIN THE REDWOOD CITY TEAM?

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, and flexible work schedules. The Redwood City team is guided by **core values** of **excellence, integrity, service and creativity**. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication.

About the position: The Library Activity Leader supports the Youth Services and Neighborhood Libraries Divisions working year-round at the family friendly Redwood Shores Branch Library and Schaberg Branch Library. They work with library staff to create and deliver storytimes, events and programs, follow library policy and procedures, and provide excellent customer service to families, children and teens at the branch libraries.

The Ideal Candidate: Is an energetic person who enjoys interacting with diverse families and children (ages 0-12) and teens (ages 12-18). Is dependable, arrives at work on time with a positive attitude, has the ability to complete multiple tasks in an efficient and timely manner, can interact well with library staff and members of the community and is open to learning new skills. Above all, the person in this position should present a positive image – making all people feel welcome and accepted at the library.

Example of Duties: include, but are not limited to the following: supervise and monitor children and teen customers to ensure appropriate behavior and a healthy environment is maintained; lead a variety of educational and recreational activities such as arts and crafts, storytimes, music/singing activities, ensure the library is clean and organized at all times and properly follow opening and closing procedures; report to the Division Manager and staff orally and in writing, complete clerical tasks such as timecards, incident reports, preparing and organizing crafts.



BENEFITS

- This is a non-benefited casual position.
- Casual employees may not work more than 1000 hours per year.
- Casual employees will receive sick leave in accordance with State Law.

CITY VALUES

Our Core Purpose:
Build a Great Community Together

The values that guide us are:



Minimum Qualifications

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

Education & experience:

- *High School diploma is required*
- *Some college is preferred*

Licenses & Certificates

- Possession of, or ability to obtain, an appropriate California Driver's License. Incumbent may be required to travel between various locations during their scheduled work shift.

Knowledge of:

- Knowledge of and experience working with children and teens in an educational setting is desirable.

Ability to:

- Sit or stand at a workstation for extended periods, walking, bending, stooping, pushing, reaching and squatting for library materials.
- To work year-round.

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:

1. Criminal History Check
2. DMV Check
3. Fingerprint
4. TB Test

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.