



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

LIBRARY AIDE

#20C-12
(CASUAL/HOURLY)
10-15 hours per week

SALARY:
\$15.38 - \$17.80 hourly
Continuous
(Opened 2/7/2020)

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.



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 Library Department – Downtown Library; Fair Oaks Branch Library; Redwood Shores Branch Library and Schaberg Branch Library – is looking for energetic, enthusiastic individuals who enjoy working with customers of all ages in a challenging and fun environment, and who are interested in working 10-15 hours per week including day, evening and weekend hours.

Typical duties may include, but are not limited to the following: Check in library materials; assist with sorting and shelving library materials; assist customers with use of computers, databases and web searches; troubleshoot computers and printers; perform minor cleaning; and other related duties as assigned.

THE IDEAL CANDIDATE

Will be able to work well with customers of all ages, follow oral and written instructions, interact effectively with customers and staff, work independently and productively, and be able to work mornings, evenings and weekends as well as on assigned holidays.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Education & Experience

Students must secure a work permit from their school. At least one year of experience as a Library Aide or equivalent.

Knowledge of

- General use of Libraries.
- Office equipment including personal computers (hardware, software and printers).



BENEFITS

The successful candidate will enjoy the following 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:

- **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.

Ability to:

- Provide excellent customer service in a friendly cooperative manner.
- Troubleshoot computer hardware and software.
- Communicate clearly, both orally and in writing. Work with little direct supervision.
- Read and write effectively.
- Work well with the public and co-workers.
- Work mornings, evenings, and weekends as well as on assigned holidays.

The incumbent must be able to perform the essential functions of the job with or without reasonable accommodations.

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. Fingerprinting

For the candidates who are under 18 years old at the time of hire, an official work permit from school is required. Once the candidates turn 18, they will be required to pass a fingerprint check.

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.