



THE CITY OF REDWOOD CITY  
INVITES APPLICATIONS FOR:

## LIBRARY AIDE

#25C-6  
(CASUAL/HOURLY)  
10-15 hours per week

**SALARY:**  
**\$18.20 to \$21.07 hourly**  
**Continuous**  
**(Opened 01/1/2025)**

### Application Process

Apply online at  
[www.CalOpps.org](http://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 Department 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

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 **core values** of **excellence**, **integrity**, **service**, **inclusion**, **collaboration** 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.

### ABOUT THE POSITION

The City of Redwood City's Library Department – Downtown 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

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

#### Knowledge of

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



## 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



## 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.

For questions about the position, schedule, or status updates, please contact: **Fabiola Garcia via email at [fgarcia@redwoodcity.org](mailto:fgarcia@redwoodcity.org)**



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**SUPPLEMENTAL QUESTIONNAIRE  
LIBRARY AIDE #25C-6  
CITY OF REDWOOD CITY**

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***Please answer the following question.***

1. Library Aide work shifts are available seven days a week during the library's open hours of operation: Monday – Thursday, 10:00am – 9:00pm; Friday and Saturday, 10:00am – 5:00pm; and Sunday 12:00pm – 5:00pm. Please indicate your general availability, listing the days of the week and hours that you are available. Please include as much detail as possible in your response.

**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.*