



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

SENIOR LIBRARY ASSISTANT

#25A-7

SALARY:

\$6,613.62 - \$8,032.12/ monthly

**Closing Date: 5/16/2025 at
5:00pm
(Opened 04/25/2025)**

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

Zoom interviews
tentatively scheduled for
Tuesday, June 10, 2025

All applications including a cover letter and supplemental questionnaires 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 **core values** of **excellence, integrity, service 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 or make valuable contributions as a part of a public sector HR team that fosters innovation, creativity and collaboration, we hope you'll apply.

ABOUT THE POSITION

The City of Redwood City invites you to apply for the full-time (38 hours per week) position of Senior Library Assistant. The Senior Library Assistant performs a wide array of high-level library work and customer service. The current vacancy is based at our Downtown Library, performing a wide variety of technical library work, providing services for children, adults and families, and administering the day-to-day activities of the library. The candidate may also be assigned to work at other Redwood City Public Library locations. This position requires work during the day, evenings and a weekend rotation (both Saturday and Sunday). We may use the eligibility list created from this recruitment process to fill any positions that occur in any Redwood City Public Library location, during the life of the eligibility list. To review the job description, click [here](#).

Typical duties include, but are not limited to:

- Provide excellent customer service by using, modeling and coaching staff on our Active Customer Service Model.
- Assist with more complex customer inquiries and complaints.
- Assist in selecting and supervising assigned staff and or volunteers.
- Input, search, evaluate, and edit data in library catalog systems.
- Recommend and assist in the implementation of goals and objectives.
- Learn, implement and coach others on policies and procedures.
- Assist in maintaining procedure manuals.
- Maintain various statistics and their files.
- Prepare routine reports, special reports and surveys.
- Develop procedures, guidelines and forms.
- Provide basic troubleshooting of computer hardware/software.
- Assist library customers with borrowing and returning materials.
- Monitor collections for neatness and accuracy.

BUILD A GREAT COMMUNITY TOGETHER



BENEFITS

The successful candidate will enjoy the following benefits:

- **Retirement:** Public Employees Retirement System (PERS) CalPERS 2% @ 60 for current members or reciprocal agencies; 2% @ 62 for new members.
- **Health Insurance:** Opportunity to select from a variety of plans that are administered by PERS; Maximum City contribution is 2,598.76/month for 2025.
- **Dental & Vision Insurance:** The City pays 95% of the premium.
- **Life Insurance**
- **Long Term Disability**
- **Employee Assistance Program**
- **Life Insurance**
- **Bilingual Premium:** 2.5% - 5%
- **Vacation Leave:** 10-25 days per year
- **Sick Leave:** 12 days per year
- **Holidays** 14/year and *Holiday pay)
- **Bereavement Leave:** Up to 3 days
- **Flexible Spending Account**
- **Fitness Center:** Access at City facilities.
- **Education Reimbursement Program** up to \$1,500 Annually
- **Deferred Compensation Plan (457)**
- commuter expenses. (6-minute walk from Caltrain to City Hall)



- Assist in the acquisition, processing and maintenance of library collections.
- Assist library customers in requesting materials from partner libraries.
- Place orders for and receive library materials and supplies; contact vendors as needed.
- Receive and account for customer payments.
- Assist with library programs, special events, and outreach.
- Perform work with a record of regular attendance and punctuality.
- Perform related duties as assigned.

THE IDEAL CANDIDATE

Will embrace the City's emphasis on excellent customer service; will be detail oriented and able to manage multiple tasks; will use initiative and independent judgment; will be a team player who likes working with a variety of City staff and the public including people of diverse socio-economic backgrounds; and have a good sense of humor.

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

Equivalent to the completion of the twelfth grade supplemented by clerical and specialized college courses in library science or a related field. Two years of experience comparable to that of a journey level library assistant.

License & Certificates

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

Knowledge of:

- Principles and practices of library work
- Cataloging, bibliographic and circulation system databases and rules of entry of materials.
- Modern office procedures and methods.
- Principles and practices of supervision and training.
- Principles and procedures of record keeping.
- Basic mathematical principles.
- Electronic resources and basic troubleshooting.

Ability to:

- Operate library system databases; perform complex system searches.
- Work independently.
- Type at a speed necessary for successful job performance.
- Supervise, train and evaluate assigned staff.
- Communicate clearly and concisely, both orally and in writing.



- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Learn and implement department policies, procedures, organization and operating details.
- Speak Spanish is desirable.
- Work during the day, evenings and a weekend rotation (both Saturday and Sunday)

A City application, supplemental questionnaire and resume 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
3. DMV
4. References
5. TB Test

**SUPPLEMENTAL QUESTIONNAIRE
SENIOR LIBRARY ASSISTANT #25A-7
CITY OF REDWOOD CITY**

Please answer the following question. Please note that your response is limited to no more than 500 Characters.

1. Please describe your experience, which demonstrates your ability to prioritize, assign, and review the work of assigned staff.
2. This position requires a bi-weekly weekend rotation. You will work both Saturday and Sunday every other weekend. Are you able to commit to a weekend rotation? Yes No

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.*