



City of Sunnyvale

## Librarian I - Part-Time - Adult Services

|                     |                                 |                     |                          |
|---------------------|---------------------------------|---------------------|--------------------------|
| <b>SALARY</b>       | \$42.41 - \$59.54 Hourly        | <b>LOCATION</b>     | Sunnyvale, CA            |
| <b>JOB TYPE</b>     | Part-Time                       | <b>JOB NUMBER</b>   | 25-00025                 |
| <b>DEPARTMENT</b>   | Library and Recreation Services | <b>DIVISION</b>     | Adult Services           |
| <b>OPENING DATE</b> | 06/09/2025                      | <b>CLOSING DATE</b> | 7/7/2025 5:00 PM Pacific |

### Description

#### **LIBRARIAN I - PART-TIME - ADULT SERVICES**

**Regular Part-Time Employment Opportunity**

**(21 hours per week)**

**The final filing date is Monday, July 7, 2025 by 5:00 pm.**

The City of Sunnyvale is seeking to fill the position of Part-Time Librarian I in Adult Services with energetic and highly motivated individuals who possess excellent customer service, technical and interpersonal skills.

The ideal candidate will have experience working closely with the public in a fast-paced full-service library environment. Key responsibilities include creating new and innovative programs for the public, selecting interesting and relevant titles for the collection, assisting community members with their information needs, and expanding the Library's community engagement and outreach activities. The Adult Services Librarian works under the direction of the Supervising Librarian and other management staff in a team-oriented and forward-thinking environment. The position requires a Master's degree in Library and Information Science from an American Library Association accredited program.

The list established from this recruitment may be used to fill future Librarian I – Part-Time – Adult Services vacancies at the Sunnyvale Main Library and the Lakewood Branch Library, expected to open in 2026.

Under general supervision, performs a full range of professional library duties in support of assigned functions; and performs other duties as required.

#### **DISTINGUISHING CHARACTERISTICS**

The Librarian I classification is the entry-level classification for this job series. Incumbents provide professional support for assigned library operations and programs. As experience is gained, there is a greater independence of action within established guidelines. The Librarian I classification is distinguished from the Librarian II by the performance of more routine tasks and duties.

The Librarian II classification is the experienced journey-level class within the Librarian I/II series and is distinguished from the Librarian I by performing the full range of professional services and support for library operations and programs, including supervising assigned employees and volunteers. Librarian II incumbents are expected to demonstrate initiative, working independently on assignments with greater responsibility and complexity. The Librarian II is distinguished from the next higher classification of Supervising Librarian, which is responsible for planning, supervising and coordinating public library services for a program area. Incumbents in this classification may be assigned to any division within the department.

## Essential Job Functions

(May include, but are not limited to, the following):

- Provides information, reference and reader's advisory services.
- Interprets and implements library policies, procedures, and resources.
- Assists patrons in locating, selecting, and using materials, and in answering a wide variety of questions.
- Participates in collection development activities, including selection, evaluation, merchandising and de-selection that meet the needs of the community.
- Participates in professional meetings, organizations, committees, and workshops as resources permit.
- Participates in assigned library projects.
- Schedules, trains, recruits, and evaluates regular and casual employees and volunteers for assigned program areas; provides day-to-day direction within the assigned program.
- Monitors and approves timecards.
- Assists with the development and execution of standard operating procedures, workflows, and a sustainable approach to managing resources for service delivery.
- Seeks, writes, and administers grant programs and other special projects.
- Catalogs books and non-book materials.
- Maintains library materials and information on various databases.
- Writes reports and correspondence; prepares, maintains and presents statistical reports and analysis of programs and services.
- Acts as manager in absence of library managers.

### If assigned to Adult or Children's/Teen Services:

- Plans and conducts programs on topics that include but are not limited to: computer applications, literature, book discussions, science, business and other topics of interest to the community.
- Organizes and carries out programs such as: storytelling, puppets, preschool storytimes, book discussions, and school visits, recommendations of reading materials for children, teens, and parents.
- Speaks before community organizations and leads tours of the library.
- Plans and implements promotional activities for library events and services.
- Conducts database searches; adapts new technologies for improved library services.
- May maintain and develop the library's intranet and internet services, including the library website, mobile site, social networks, library catalog and other online resources.

### If assigned to Cataloging:

- Catalogs books and non-book materials using Machine Readable Cataloging (MARC) formatting in accordance with Anglo-American Cataloging Rules (AACR), latest edition.
- Maintains a current library catalog.

### If assigned to Technology Services:

- Support technology for use in public services, including troubleshooting and maintaining hardware and software for use in events, programs and for circulation to the public.
- Communicates and coordinates with Information Technology Department staff and library vendors to facilitate service requests and understand and utilize technology product features.
- Maintain and support electronic systems including the Integrated Library System, website, catalog and online databases.
- Identifies ways to utilize technology to improve services, makes recommendations, assists with the planning, implementation, deployment and adoption of new technologies to support improvements.
- Provide training and promotion of new technologies to staff and the public.

## **WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

## **Minimum Qualifications**

### **Education & Experience:**

The minimum qualification for education and experience can be met in the following way:

#### **Librarian I**

A Master's degree in Library and Information Science or similar field of study from an American Library Association accredited program.

#### **Librarian II**

A Master's degree in Library and Information Science or similar field of study from an American Library Association accredited program, AND

Two years of full time experience similar to a Librarian I with the City of Sunnyvale.

### **Knowledge and Abilities:**

#### **Knowledge of:**

- Current practices, procedures and technologies used in professional library work.
- Principles and practices of program, service, and facility operations, including the methods and techniques of evaluation and budgeting.
- On-line data searching and other automated technologies used to access information.
- Book and non-book materials, reference resources, cataloging and classification plans and bibliographic utilities.

Some assignments may need a basic understanding or familiarity with:

- Basic personal computer hardware and peripherals.
- Third party vendor online resources, web site development and associated computer applications, database maintenance and support of an integrated library system.
- Online social networking applications.
- Contemporary computer languages and application programming interfaces.

#### **Ability to:**

- Convey technical and resource information; advise and instruct library patrons in the use of library services and materials.
- Remain current and be aware of potential future technologies applicable to library services.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Develop and maintain partnerships with community service agencies and organizations.
- Communicate clearly, accurately, and concisely both orally and in writing.
- Prepare and present a variety of complex documents and reports, oral and written material to diverse groups.
- Read and interpret complex technical documents and instructions.
- Develop innovative approaches to diverse library issues.
- Direct, train, coordinate, and evaluate the activities of subordinate staff.
- Maintain accurate and orderly records.
- Work effectively as part of a group.
- Deal tactfully and effectively with the public and other City employees.
- Observe safety principles and work in a safe manner.
- Learn policies and regulations related to assigned program.

#### **Willingness to:**

Work shifts, nights, weekends, and holidays.

#### **License/Certificates:**

Possession and continued maintenance of a valid class C California driver's license and a safe driving record or the ability to supply alternative transportation as approved by the hiring authority.

#### **DESIRABLE QUALIFICATIONS**

- Ability to speak other languages that represent the demographics of the community.

### **Application and Selection Process**

If you are interested in this opportunity, please submit a City of Sunnyvale employment application and responses to the supplemental questions to the Department of Human Resources **no later than 5:00 pm on Monday, July 7, 2025**. Candidates are asked to fully describe any training, education, experience, or skills relevant to this position. Electronic applications may be submitted on-line through the City's employment page at [Sunnyvale.ca.gov](http://Sunnyvale.ca.gov) and click on JOBS. Late or incomplete applications will not be accepted.

#### **EXAM PROCESS**

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidates will be invited to participate in the examination process, which may consist of an **oral examination scheduled for Tuesday, July 22, 2025** (Note: The examination process may be changed as deemed necessary by the Director of Human Resources).

#### **SELECTION PROCESS**

Those candidates that receive a passing score on the examination will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. **Top candidates on the eligibility list will be invited to participate in a selection interview with the Library and Recreation Services Department tentatively**

**scheduled for the week of August 4, 2025.** Selection interviews will typically take place in-person, please plan accordingly.

Any candidate selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a comprehensive background investigation, as well as medical exam(s) administered by a City-selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination.

**INFORMATION ABOUT PROOF OF EDUCATION**

Any successful candidate selected by the hiring department will be required to submit proof of education (i.e., original copy of the diploma or college/university transcripts).

Any successful candidate selected by the hiring department will be required to submit proof of education (i.e., copy of the diploma or college/university transcripts). An applicant with a college degree obtained outside the United States must have education records evaluated by a credential evaluation service at the candidate’s expense. Candidates may utilize any third-party agency for the evaluation. If you search ‘education equivalency verification’ or similar online, you will obtain results for agencies that provide this evaluation service. A conditional job offer cannot be made until the education has been evaluated and submitted to the Department of Human Resources.

**ADDITIONAL INFORMATION**

Summary of Service Employees International Union, Local 521 (For Part Time Positions) [SEIU Benefits](#)

For assistance on how to fill out your job application, watch the following video:

- [How to Apply for a City of Sunnyvale Job](#) - YouTube (5:13)

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

*The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.*

**Employer**

City of Sunnyvale

**Address**

456 W. Olive Avenue  
  
Sunnyvale, California, 94086

**Phone**

408-730-7490

**Website**

<https://sunnyvale.ca.gov>

# Librarian I - Part-Time - Adult Services Supplemental Questionnaire

## \*QUESTION 1

### Instructions for completing the supplemental questionnaire:

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

*Please be advised that you will be 'timed out' of this page after 30 minutes. Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.*

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the education, work experience, Certificates/Licenses section of the job application form. Please note the information provided in the supplemental question will not be accepted in lieu of completing the work experience section of the application.**

Resumes may be attached, but they will not be accepted in lieu of completing the work experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

**Your responses to the questions that require you to detail your background and experience should include the following information:\***

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

***\*Responses to the supplemental questions that indicate "see resume" are considered incomplete.*** By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

☐ Yes

☐ No

## \*QUESTION 2

This position requires possession of a Master's degree in Library and Information Science from an American Library Association accredited program. Do you currently possess a Master's degree in Library and Information Science from

an American Library Association accredited program?

☐ Yes

☐ No

**\*QUESTION 3**

Please tell us how your experience and/or education relates specifically to serving an adult population.

**\*QUESTION 4**

Please describe how you would entice people who currently do not use the library to begin using it. How would you "sell" using the Sunnyvale Public Library to people who do not know the library's offerings? Include in your answer at least two specific items or services that you would highlight.

**\*QUESTION 5**

Play is increasingly seen as important for all ages. What play-focused program would you bring to Sunnyvale Public Library's adult patrons and why?

**\*QUESTION 6**

This position may require working nights, weekends, and holidays. Are you willing to work nights, weekends, and holidays?

☐ Yes

☐ No

**\* Required Question**