



City of Sunnyvale  
**Librarian I - FT and PT**

|                     |                                 |                     |               |
|---------------------|---------------------------------|---------------------|---------------|
| <b>SALARY</b>       | \$43.90 - \$56.02 Hourly        | <b>LOCATION</b>     | Sunnyvale, CA |
| <b>JOB TYPE</b>     | Full-time / Part-time           | <b>JOB NUMBER</b>   | 25-00227      |
| <b>DEPARTMENT</b>   | Library and Recreation Services | <b>OPENING DATE</b> | 05/27/2026    |
| <b>CLOSING DATE</b> | 7/1/2026 5:00 PM Pacific        |                     |               |

## Description

We build community trust by delivering exceptional services.  
Our Core Values of Public Service are Integrity, Leadership, and Respect.

**The final filing date is Wednesday, July 1, 2026 at 5:00 PM or after receiving 100 qualified and complete applications, whichever is first.**

The City of Sunnyvale is seeking to hire two positions for Librarian I for the new Lakewood Branch Library! The current vacancies are: one Full-Time Librarian I and one Part-Time Librarian I (21 hours per week).

We are seeking energetic and highly motivated individuals who possess excellent customer service, technical, and interpersonal skills to join our team. The ideal candidates 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, using state-of-the-art technology to develop library content, and selecting interesting and relevant titles for the collection. Special projects may include expanding the Library's community engagement and outreach activities. 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 vacancies (Part-Time and Full-Time) at the Sunnyvale Main Library and the Lakewood Branch Library.

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 Library Services Manager, 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.

### Librarian I/II Full Job Description

## 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.

### 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**

The final filing date is **Wednesday, July 1, 2026 at 5:00 PM or after receiving 100 qualified and complete applications, whichever is first. 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 (postmarks or faxes are not accepted). 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 Thursday, July 16, 2026** (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 department tentatively scheduled for Monday, July 27, 2026.** Selection interviews will 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 Sunnyvale's Employees Association [SEA](#)

[Notice of CFRA \(California Family Rights Act\) Rights and Obligations](#)

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. Applicants for all job openings will be considered without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status, or any other consideration made unlawful under any federal, state, or local laws. The City of Sunnyvale is committed to offering reasonable accommodations to job applicants with disabilities. If you need assistance or an accommodation due to a disability, please contact us at (408) 730-7490 or [recruitments@sunnyvale.ca.gov](mailto:recruitments@sunnyvale.ca.gov).

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#### Employer

City of Sunnyvale

#### Address

456 W. Olive Avenue

Sunnyvale, California, 94086

#### Phone

408-730-7490

#### Website

<https://sunnyvale.ca.gov>

**Librarian I - FT and PT Supplemental Questionnaire**

### \*QUESTION 1

Instructions for completing the Supplemental Questionnaire: The following supplemental questions constitute an examination. Responses are reviewed and rated by Subject Matter Expert(s). The supplemental question examination determines the most qualified candidates to move forward in the recruitment process. **The responses to the supplemental questions should be specific, thorough and must be reflected in the Work Experience, Education, and Certificates/Licenses sections of the application. Please note the information provided in the supplemental questions will not be accepted in lieu of the completed application. Incomplete responses, false statements, copying and pasting responses from Artificial Intelligence (AI) programs, and/or entering "See Resume" will result in an incomplete application and/or disqualification from the recruitment process.** Please be advised that you will be 'timed out' of this page after 30 minutes. It is recommended to copy the supplemental questions that require text answers into a document that you can save on your computer. Prepare your responses in that document and then copy and paste the responses into the spaces provided. Additionally, please save your work continuously. By checking the 'Yes' response below, I indicate that I have read the instructions for completing the application (located in the job posting) and supplemental questionnaire. In accordance with these instructions, I understand that a completed application and written responses to the supplemental questionnaire are required. I understand the completed application and supplemental question responses will be used to evaluate my qualifications for this position and further identify the most qualified candidates to continue in the recruitment process. Additionally, I certify that I have completed the application and supplemental questionnaire on my own; the information provided accurately reflects my training, education and experience; and I understand the information provided is subject to verification.

Yes

No

### \*QUESTION 2

Please indicate which position(s) you would like to be considered for:

Librarian I - Full-Time

Librarian I - Part-Time

Both – Full-time and Part-Time Librarian I

### \*QUESTION 3

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 4

Briefly describe your educational and professional background experience. Emphasize any customer-service experience, including library experience, that focuses on adults. If you do not have this experience, please indicate N/A below.

### \*QUESTION 5

Sunnyvale is a community with a diverse population and many recent immigrants. How would you promote the library to an immigrant population that you do not identify as a member of?

### \*QUESTION 6

Describe a specific project, program or service that you implemented or would like to implement at Sunnyvale Public Library. In your response briefly include: a. Why you chose this particular project, program or service for Sunnyvale Public Library; b. What steps would be necessary to implement the project, program or service; and c. How you would evaluate its success.

**\*QUESTION 7**

Customer services is a critical component of this position. Tell us about your customer service philosophy and provide an example of an excellent customer service experience you have provided.

**\*QUESTION 8**

This position requires working variable hours and days, including nights, weekends and holidays as assigned. Are you willing to work these hours?

Yes

No

\* Required Question