



We invite applications for the position of:

Librarian I/II

Librarian I \$6,176 – \$ 7,363 Monthly

Librarian II \$6,792 – \$ 8,105 Monthly

Plus a comprehensive benefits package

The City of San Mateo Library Department is looking for a Librarian I/II

Why Join our Department?

The San Mateo Public Library is a dynamic organization that serves as a vital resource and gathering place for the community. The Main Library functions as the cultural center of the City, offering extensive programs and services, while the Hillsdale and Marina branches provide convenient neighborhood access and additional resources for a diverse set of library patrons.

The Library recently adopted a new Strategic Plan that will guide its priorities and initiatives over the next three years. This is an exciting time to join the organization and contribute to its continued growth and innovation.

The Position

The Children's Division is seeking a motivated and collaborative librarian to join our team. This full-time position reports to the Supervising Librarian and works alongside a dedicated group of children's librarians and support staff who are passionate about the future of libraries and committed to providing high-quality, inclusive, and engaging programs and services for the communities of San Mateo and Hillsborough.

Our team has built a collaborative work culture where responsibilities and decision-making are shared, and all voices are respected. We value innovation, creativity, and a strong commitment to public service.

About the Role

The successful candidate will bring a balance of professionalism and enthusiasm to the role. They should be able to prioritize tasks, meet deadlines, collaborate effectively, and be receptive to feedback. Just as importantly, they should enjoy working in a dynamic, team-oriented environment where creativity and new ideas are welcomed.

We're Looking For Someone Who:

- Demonstrates a strong knowledge of children's literature, programming, and services
- Delivers excellent customer service to children, families, and caregivers
- Works well in a team setting and communicates effectively
- Is organized, adaptable, and able to manage multiple responsibilities
- Brings energy, curiosity, and a commitment to serving a diverse community

What You'll Do

The Librarian I/II performs a variety of professional librarian duties in the activities of the library including reference, cataloging, interlibrary loans, collection development, programming and outreach for children's or adult services; and other related work as required. The current vacancy may be filled at either level based on experience. Depending upon class level and assignment, duties may include, but are not limited to, the following:

- Advise and assist library patrons; demonstrate the use of on-line library catalogs, databases and other user aids; refer patrons to other appropriate agencies if appropriate.
- Assist in the development, implementation, and evaluation of programs and services in such areas as children, adult, and others using various themes and technologies; recommend program and procedure changes.

- Perform outreach to the community, community organizations, and schools within established design and framework.
- Serve on materials selection committee for the library; select and deselect materials for assigned area; evaluate and remove materials from the collection.
- Serve at a reference desk; research and respond to difficult or technical reference questions.
- Attend and represent the library at professional meetings as required.
- Supervise and train assigned staff.
- Compile library activity reports and statistics related to assignment.
- Participate in department meetings and continuing education programs as appropriate.
- Respond to citizen complaints and requests.
- Design and implement special ongoing programs, services and events.
- Assist in preparing and monitoring budget and grant programs.
- Develop, implement, and monitor training programs.
- Design and analyze statistical reports.
- Administer grant projects.

The Librarian I/II receives direction from the Supervising Librarian overseeing the division or other higher level personnel. The Librarian II may exercise functional and technical supervision over lower-level library personnel.

For a complete list of duties, reference our job specifications at www.cityofsanmateo.org

Who You Are

Librarian I:

- You possess **knowledge** of the principles and practices of professional library work including methods, practices, and techniques of library classification and cataloging; reference methods, techniques, and sources used in library work; materials and services available in public libraries; and computerized cataloging and bibliographic databases and rules for entry of material.
- You possess the **ability** to perform professional library tasks in the areas of reference, cataloging, or children's and adult services; assist library patrons in response to reference and related library questions; operate computerized cataloging and bibliographic databases; implement and enforce library and City policies and procedures; work well with the public; work weekends and shifts as assigned; communicate clearly and concisely, both orally and in writing; and establish and maintain cooperative working relationships with those contacted in the course of work.

Librarian II (in addition to the Librarian I qualifications):

- You possess **knowledge** of policies, procedures, and functions of a library system; principles and practices of supervision and training; community agencies' functions and resources; and principles and practices of supervision and training.
- You possess the **ability** to work independently and supervise and train subordinates.

What You Bring

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:

Librarian I:

- Possession of a Master of Library Science degree from an American Library Association accredited college or university.

Librarian II (in addition to the Librarian I qualifications):

- Two years of professional library experience comparable to that of a Librarian I in the City of San Mateo.

Bonus Points (highly desirable)

- Bilingual Skills: Spanish and/or Chinese (Mandarin/Cantonese)

What We Offer

- Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement 2% @ 55 for classic members; 2% @ 62 for new members. Classic employees contribute 8.30% to CalPERS and New members contribute 6.75% to CalPERS
- Participation in the Social Security Program
- For more information, please refer to the Library Merit Unit [Benefits Summary](#) effective January 2022
- This classification is represented by the Service Employees International Unit

Are You Ready? Apply.

Submit an online application, résumé (*required*) and supplemental questionnaire at www.calopps.org or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

Application Deadline

Recruitment will close by **Friday, July 11, 2025 @ 5:00 p.m. or upon receipt of the first 50 applications, résumés and supplemental questionnaires, whichever occurs first.**

Interview Process

All applications, résumés and responses to the supplemental questions will be reviewed for minimum qualifications. **Résumés are required.** Based upon a review of employment applications and résumés received, a limited number of the most highly qualified applicants will be invited to participate in the examination process. An eligible list will be established from those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for six months unless exhausted sooner. Once placed on an eligible list, and at the time a vacancy needs to be filled, eligible candidates may be contacted for additional interviews.

A Zoom oral panel interview is tentatively scheduled for: Friday, August 8, 2025

An employment list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least 6 months with the possibility of an extension for an additional 6 months. Once placed on an employment list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

Date Posted – June 16, 2025

Note: The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION. Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: sanmateo@CalOpps.org

Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks. A conviction history will not necessarily disqualify an applicant from appointment.

The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment.

In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify icoles@cityofsanmateo.org or (650) 522-7264 seven (7) days in advance of the deadline for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

CITY OF SAN MATEO

Librarian I/II Supplemental Questionnaire

Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Usage of Artificial Intelligence (AI) software (e.g., ChatGPT) is not acceptable. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position; do not put "see resume" or copy parts of resume/work duties as a response. (Questionnaire responses must be submitted with the employment application.)

1. Describe a project you completed in which you collaborated with coworkers to reach a specific goal. What was the most challenging and successful part of the project, and what did you learn from the experience?
2. Provide an example of a project you completed with a community partner or local business? What was the process and the outcome?
3. What methods or strategies would you recommend to a library that wants to create a more inclusive environment for neurodivergent patrons?