



# SAN RAFAEL

THE CITY WITH A MISSION

## Library Aide

Two Positions Available

\$16.51 - \$20.07 per hour

(.53% FTE/19.875 hours per week)

Plus excellent pro-rated benefits based on .53% FTE/19.875 hours per week worked

**APPLICATION DEADLINE: *Apply by Friday, April 29, 2022 for first consideration***

**THE CITY** is focused on enhancing our community members' quality of life through well-designed services and a positive workplace culture. San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyle, and natural environment. San Rafael (population 59,000) is a full-service city with a city council/city manager form of government with 12 departments, more than 400 employees, and an annual budget of \$100 million. The City's vision is to be a vibrant economic and cultural center reflective of its diversity. The City Council is engaged and seeks to strengthen the urban and commercial areas as well as sustain the beautiful natural environment.

San Rafael's Organizational culture framework is an initiative called ["Together San Rafael."](#) City employees are our greatest asset, and we seek talented individuals with diverse backgrounds who are creative, curious, and excited about a challenge. We are a results-driven team focused on the needs of community members. The [Together San Rafael initiative is focused](#) on modernizing City services and increasing the engagement of employees. This initiative recognizes the interconnectedness of the customer and employee experience.

### **THE POSITION:**

The Library and Recreation Department (Library Division) is seeking a two part-time (.53% FTE/19.875 hours per week) Library Aides. The incumbents in this position will perform a variety of tasks related to the circulation of materials, especially checking in and re-shelving materials and maintaining orderly shelves.

### ***This position performs the following essential job duties:***

- In a timely manner, re-shelve returned Library materials, including books, videos, CDs, and periodicals.
- Perform detailed sorting by letter and/or number.
- Keep shelves neat and in order.
- Pull Library materials from shelves to fulfill requests.
- Answer basic directional questions from patrons; refer complex questions to professional staff.
- Answer telephone and direct calls.
- At closing of Library, perform closing routine, including announcing closing and checking to see that the Library is clear of patrons prior to closing.
- Performs related duties as required.

### ***To be eligible for this position, you must have knowledge of:***

- Written and spoken English
- Basic systems for keeping materials in order on Library shelves, including the alphabet and the Dewey Decimal System.
- Routine ability to use a computer and to understand the Library's software for circulation of materials.

**To be eligible for this position, you must have the ability to:**

- Follow written and oral instructions.
- Sort and organize materials in alphabetical, numerical and topical order.
- Find materials on the shelf.
- Locate improperly-shelved items and correct errors in shelving, utilizing judgment to call misplaced items to the attention of the professional staff.
- Prove skills necessary for the job via a practical test.

**EDUCATION and/or EXPERIENCE:**

- High school diploma or GED preferred

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in indoor conditions. The noise level in the work environment is usually quiet.

**APPLICATION AND SELECTION PROCESS:**

**City of San Rafael application is required.** Resumes do not substitute for the City application. Candidates should detail related education and experience on the application. The examination process may include the following: application appraisal and oral board interview examination. The passing point for the oral board examination final score will be 70%. Note: Prior to appointment, candidate must pass a pre-employment physical, background check, driving record, drug screen, and fingerprinting. To file an application, go to: [www.calopps.org](http://www.calopps.org). Select "Member Agencies". Select "San Rafael". Follow this link to submit your application: <https://www.calopps.org/san-rafael/job-20232235>

**Reasonable Accommodation:** The City of San Rafael will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require an accommodation, please contact us at (415) 485-3474 before the test date. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Such accommodations must be requested by the applicant.