



SAN MATEO PUBLIC LIBRARY EMPLOYMENT OPPORTUNITY

Immediate Opening for Per Diem Library Assistant I (Circulation Services)

THE POSITION: The San Mateo Public Library is seeking an energetic individual to provide a wide variety of library support work. Duties include but are not limited to the following: respond to patron in-person and telephone requests for library materials, services and information; check out library materials to patrons; check in and prepare materials for return to the circulating collection; register new patrons; collect overdue fines; assist in order and receiving books, records, periodicals, and other library materials; maintain statistics of library use; handle patron complaints; assist adults and children in locating materials in the library and placing requests for materials not available. This recruitment is for one 15-hour Per Diem Library Assistant I position that supports Circulation Services at each of the three San Mateo Public Library locations. An eligibility list will be created for future openings in this classification.

SALARY AND HOURS: \$28.76 per hour (Step 1). Below is the starting schedule for the Per Diem Library Assistant I position that may be changed in the future to meet the operational needs of the library. These positions are currently scheduled at two of the three San Mateo Public Library locations, Main and Hillsdale branches. Availability at all three San Mateo Public Library branches is required.

Circulation Services: Per Diem Library Assistant I schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Fri	Sat	Total Hours
Off	Off	12pm-5pm Hillsdale	Off	3pm-8pm Main	12pm-5pm Main	Off	15

EDUCATION AND EXPERIENCE REQUIRED: Education equivalent to completion of the twelfth grade, supplemented by clerical and specialized college level courses in library science; one year of experience performing general clerical or related work in a public library system.

ABILITY TO: Learn library practices and procedures, and the location of materials in the libraries; perform a variety of library technical and clerical work with speed and accuracy; assist patrons in the location and use of library materials; understand and carry out oral and written instructions; speak and write clearly; learn the use of appropriate library automation systems; establish and maintain cooperative relationships with those contacted in the course of work; work with numbers and alphabet accurately; type at a speed necessary for adequate job performance.

DEADLINE: Monday, April 27, 2026 at 5:00PM or the first 30 applications received.

APPLICATION PROCESS: All applicants must submit a completed official City of San Mateo employment application. The City of San Mateo employment application is available online at <https://cityofsanmateo.org> (Departments > Human Resources > Employment Application). Upon review of applications, candidates who appear to be the best qualified will be invited for an interview.

Application forms for per diem employment may also be picked up at San Mateo City Hall, 330 W. 20th Ave.; Main Library, 55 West Third Ave.; Hillsdale Library, 205 W. Hillsdale Blvd.; or Marina Library, 1530 Susan Court.

HOW TO APPLY: Interested candidates should submit an official City of San Mateo employment application and resume on-line at www.CalOpps.org **OR** Submit an official City of San Mateo application and resume to the City of San Mateo:

**San Mateo Public Library
Administrative Office (3rd floor)
55 West Third Avenue
San Mateo, CA 94402**

For more information, contact Tiffany Varela, Senior Library Assistant at 650-522-7829;

tvarela@cityofsanmateo.org

An Equal Opportunity Employer: www.smplibrary.org