

Accepting applications for Library Assistant

\$36.18 - \$37.91 - \$39.72 - \$41.63 - \$43.63/Hour + Benefits

Position #1

Library Assistant (Youth Services)
21 hours per week + prorated benefits
M-Tu-W-TH & every other Saturday

Examples of duties for this front desk position include:

- Assists patrons in person and by telephone for a variety of services and inquiries
- Provides information on library policies and services
- Responds to ready-reference questions
- Plans and implements presentations for children and teens, such as crafts and storytelling
- Resolves complaints using tact and good judgment
- Operates a computer and utilizes specialized software for checking in/checking out library materials, monitoring delinquent materials, creating and distributing reports and notices, searching library material, etc.



Application Filing Period:

1/5/2026 to 1/16/2026 (5 PM)

Applications will be reviewed to determine the best qualified candidates to advance to the testing process. Candidates who pass the testing process will be placed on an employment eligible list for the position of Library Assistant. This list will be in effect for 12 months to fill current and future Library Assistant vacancies.

Position #2

Library Assistant (Cataloging)
40 hours per week + benefits
M-Tu-W-Th-F

Examples of duties for this cataloging position include:

- Performs copy cataloging and bibliographic editing using OCLC Connexion and Sierra ILS
- Creates, updates, and maintains MARC bibliographic and item records according to national and local standards
- Applies subject analysis and assigns appropriate call numbers for user access
- Identifies and corrects errors in the Sierra catalog by merging records and updating holdings as needed
- Prepares materials for cataloging and ensuring timely availability of items
- Collaborates with library staff to ensure consistency with cataloging practices
- Participates in developing and maintaining cataloging documentation and procedures
- Monitors cataloging trends and recommends improvements to processes and workflows



FALL FOLIAGE IN FRONT OF THE LIVERMORE PUBLIC LIBRARY

THE IDEAL CANDIDATE

The ideal candidate will exemplify the following knowledge, skills, experience, and characteristics:

- Excellent customer relations with library patrons, other agencies, vendors, and City departments
- Effectively communicate general information about library policies, procedures, and resources to a diverse group of clientele
- Work with programs for all age levels of the Library
- Use initiative, tact, and independent judgment within specific guidelines to respond to inquiries and questions
- For the cataloging position, must possess adequate proficient past or current library cataloging experience

GENERAL INFORMATION

Appointment to City employment is contingent upon passing a fingerprint criminal background check and reference checks. At time of hire, proof of United States citizenship or authorization to work in the United States must be presented. The probationary period is 12 months. Work periods and work days are subject to change dependent upon the operation requirements of the City.

QUALIFICATIONS

Experience: 2 years of experience in a library or public service setting which included customer service and computer skills. Experience providing lead direction or supervision is desirable.

Education: An Associate degree in library technology or a related field, or equivalent combination of education and experience.

License: May require the possession of a valid California Driver's license and a satisfactory driving record as determined by the City.

Other Requirements: Willingness and ability to work any day of the week including weekends, weeknights, and occasionally work scheduled and emergency overtime; and attend meetings, workshops, and seminars during work and non-work hours.

Special Requirements: Essential duties require the mental and/or physical ability to read fine print and computer monitors; converse in person and on the telephone; use a computer keyboard; stoop, bend, reach, and stretch; and strength to safely lift and maneuver items such as books, bins, office equipment, and carts weighing up to 50 pounds