



# SAN RAFAEL

THE CITY WITH A MISSION

## Substitute Librarian

\$32.00 - \$49.64 per hour

## Substitute Library Assistant

(Both positions - Temporary/Part-Time)

(Salary placement will depend on experience)

(No benefits available with these position)

**Multiple positions available**

**APPLICATION DEADLINE:** *Open and Continuous*

**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 62,000) 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 \$172 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 San Rafael Public Library is accepting applications for Substitute Librarians and Substitute Library Assistants to work in our San Rafael Public Libraries, including Downtown (1100 E Street), Pickleweed (50 Canal Street), and Northgate (5800 Northgate Drive, Ste. 083). We are looking for people who are available on call, weekends, or other limited shifts. This is a great opportunity for those interested in working at both a downtown and neighborhood branch libraries, as well as those excited by providing library services to a diverse community. These are temporary positions, limited to 1,000 hours worked within a fiscal year (July 1 thru June 30) and receive no City benefits.

**Substitute Librarians** perform professional-level library public service work, including answering reference questions, providing readers' advisory, providing technical assistance, and presenting programs (as needed).

**Substitute Library Assistants** perform circulation tasks such as checking materials in and out, and work at the public service desk, assisting patrons with basic requests including answering simple questions, creating new patron accounts, and referring patrons to other staff for more complex questions.

#### **DESIRED QUALIFICATIONS:**

##### **Substitute Librarians:**

- Knowledge of Library Services and reference materials; readers advisory; professional practices and techniques of library science; and on-line library systems and information resources.
- Masters in library science issued by a college or university accredited by the American Library Association is preferred.
- Ability to work and effectively communicate with a diverse range of patrons.
- Bilingual in Spanish desired.

##### **Substitute Library Assistants:**

- Knowledge of basic office practices and procedures, including the operation of standard office equipment; alphabetical, numerical, and topical filing systems; material organization and structure of libraries; including categories of materials and general arrangement; library technical services terminology and equipment including on-line databases.
- Experience working in public libraries preferred.
- Ability to work and effectively communicate with a diverse range of patrons.
- Bilingual in Spanish desired.

#### **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. Note: Prior to appointment, the candidate must pass a background check, driving record (if position requires a valid driver's license) 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-20489540> .

**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 accommodation, please contact us at (415) 485-3474 before the test date. Reasonable accommodation may be made to enable individuals to perform the essential functions of this job. Such accommodation must be requested by the applicant.