

EMPLOYMENT



OPPORTUNITY

BUILDING ATTENDANT #1904

CASUAL

OPEN UNTIL FILLED (Opened 10-09-08)

\$9.73 to \$14.60 per hour

THE POSITION

The City of Redwood City Library invites you to apply for the casual position of **BUILDING ATTENDANT** to assist with room set up and breakdowns, and to perform minor cleaning and light facility up-keep. The current openings are at the Redwood Shores Branch Library and the Downtown Main Library, and may include daytime, evening and/or weekend work hours. This position also involves overseeing the use of the library's meeting rooms and the scheduled activities in those rooms. This position may also open and/or close the facility as needed. Must communicate effectively with all facility users. A person in this classification will work flexibly, up to 18 hours per week.

Typical duties include, but are not limited to: coordinate what is required for the rooms set-up with various clients using the library's facilities; set up rooms for use by clients; oversee the use of the Center insuring that clients conform to the established policies and procedures; perform minor clean-up as needed including cleaning restrooms, floors and windows dusting, garbage removal, and simple repair jobs; replace lights; regulate ventilation and temperature, lock and unlock doors and secure building; may requisition supplies and equipment; perform related duties as assigned. This is a casual non-benefited position and will work no more than 18 hours per week.

THE IDEAL CANDIDATE

Will embrace the City's emphasis on excellent customer service; will be an enthusiastic self-starter who anticipates the needs of staff and clients; will be detail-oriented and able to manage multiple tasks and programs; will be a team player who likes working with a variety of City staff and the public and will have a sense of humor.

MINIMUM QUALIFICATIONS

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:

Education & Experience

Education equivalent to the completion of the twelfth grade. Must be at least 18 years of age.

Knowledge of:

- Verbal customer service procedures
- Usage of computers
- State of the art AV equipment (training will be provided)
- Basic custodial and building maintenance procedures
- Safe work practices

Ability to:

- Work independently without direct supervision
- Deal effectively with various groups of people
- Multi-task and prioritize tasks and complete them on own initiative
- Learn and implement computer programs including facility calendar, user check-in, and facility security system

- Understand and carry out both oral and written directions
- Establish and maintain effective work relationship with those contacted in the performance of required duties
- Work nights and weekends

Additional Requirements:

Possession of, or ability to obtain, a valid California Driver's license and satisfactory driving record is required. Must be physically capable of performing the essential job functions of this classification.

APPLICATION PROCESS

Applications may be obtained in one of the following ways:

1. Apply online at www.calopps.org, Member City: Redwood City
2. Visit our web site @ www.redwoodcity.org to print the application form
3. Call our 24-hour Job Hotline at (650) 780-7292.
4. Visit the City of Redwood City Department of Human Resources (Monday-Friday, 8am-5pm) at 1017 Middlefield Road, Redwood City, California 94063

Candidates with a disability who may require special assistance in any phase of the application or selection process should advise the Department of Human Resources upon submittal of application.

SELECTION PROCESS

All applications will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job related qualifications. The most appropriately qualified applicants will be asked to participate in the testing process which will consist of an interview with Library Department staff. Prior to appointment, candidates will be required to pass a background check and a fingerprint check at no cost to the candidate. Also prior to appointment candidates will be required to pass a physical examination at no cost to the candidate.

Final appointment will be made by the Library Director. The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.

The City of Redwood City is proud to be an Equal Opportunity Employer!

NOTE: Earnings from this job are not covered under Social Security. When you retire you may receive a pension based on earnings from this job. If you do, your pension may affect the amount of Social Security benefits you may receive. For more information go to www.socialsecurity.gov/form1945

CITY VALUES

We are an exceptional organization and a leader in the Bay Area. The values that guide us are:

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

THE CITY OF REDWOOD CITY IS A GREAT PLACE TO WORK!

Note: The provisions of this bulletin do not constitute an expressed or implied contract and any provisions contained in this bulletin may be modified or revoked without notice.