

EMPLOYMENT



OPPORTUNITY

LIBRARY PAGE #1927
CASUAL POSITION
OPEN UNTIL FILLED (Opened 7-9-09)
Salary \$8.24 - \$9.45 per hour
10-15 hours per week

THE POSITION

The City of Redwood City is looking for people interested in working approximately 10-15 hours per week, Monday through Sunday, varying hours. Typical duties may include the following: shelving materials alphabetically and numerically; filing and retrieving magazines, pamphlets and newspapers; making displays; operating simple office machines; assisting in mending magazines and books and cleaning records; and performing other duties as assigned.

This is a non-benefited casual position. A casual employee may not work more than 1000 hours per fiscal year.

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

No experience is required. Training will be provided on the job. Students must secure a work permit from their school.

Ability to:

- Read and write effectively.
- Work well with other staff and the public.
- Work with little direct supervision.

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. Visit our web site @ www.redwoodcity.org
2. Call our 24-hour Job Hotline at (650) 780-7292.
3. Visit the City of Redwood City Department of Human Resources (Monday-Friday, 8am to 5pm), at 1017 Middlefield Road, Redwood City, California 94063.
4. Visit the City of Redwood City Library, Main Branch at 1044 Middlefield Road, Redwood City, California, 94063, (Monday-Thursday 10am to 9pm, Friday-Saturday 10am to 5pm, or Sunday 1pm to 5pm).

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 a written exam and an interview with the Library Page Supervisor, when an opening occurs. 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!

BENEFITS

Casual positions do not receive benefits.

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.