

# EMPLOYMENT



# OPPORTUNITY

## SENIOR LIBRARY PAGE #1928

CASUAL POSITION

OPEN UNTIL FILLED (Opened 7-9-09)

\$9.74 - \$11.33/hr

10-15 hours per week

### THE POSITION

**T**he City of Redwood City is looking for energetic, enthusiastic individuals who enjoy working with customers of all ages in a challenging and fun environment, and who are interested in working 10-15 hours per week including day, evening and weekend hours.

Ideal candidates for this position will be able to work well with patrons of all ages, follow oral and written instructions, interact effectively with customers and staff, work independently and productively, and be able to work mornings, evenings and weekends as well as on assigned holidays.

**Typical duties may include, but are not limited to the following:** Check in library materials; assist with sorting and shelving library materials; assist customers with use of computers, databases and web searches; troubleshoot computers and printers; and other related duties as assigned.

These are non-benefited casual positions. 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

Students must secure a work permit from their school. At least one year of experience as a Library Page or equivalent.

#### Knowledge of:

- General use of libraries.
- Office equipment including personal computers (hardware, software and printers).

#### Ability to:

- Provide excellent customer service in a friendly cooperative manner.
- Troubleshoot computer hardware and software.
- Communicate clearly, both orally and in writing.
- Read and write effectively.
- Work well with the public and co-workers.
- Work mornings, evenings and weekends as well as on assigned holidays.
- Bilingual ability (Spanish/English) is a plus.
- Work days, evenings and weekends and possibly assigned holidays.

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](http://www.calopps.org), Member City: Redwood City.
2. Visit our web site @ [www.redwoodcity.org](http://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, and also a written exam. Prior to appointment, candidates will be required to pass a background check and/or a fingerprint check 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!**

## **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.*