

EMPLOYMENT



OPPORTUNITY

SPECIALIST LIBRARIAN #1731

Electronic Services Specialist

Final Filing Date: June 2, 2006 (Opened 5/10/06)

\$4788 to \$5821 monthly

THE POSITION

Redwood City's award-winning library is currently seeking a dynamic, creative individual to join our talented team. Are you an information specialist with a combined technology and information services orientation? Are you interested in promoting community via new technologies, within the library and virtually? As the Library's Electronic Services Specialist you will play a leading role in championing, implementing, and supporting new technologies that will enhance access to our electronic resources and library services.

THE IDEAL CANDIDATE:

Will help provide leadership and vision in using technology for the provision of library resources and services; will identify, investigate, and use emerging technology to enable easy access to information and to provide customer information assistance; anticipate changing community needs and interests and participate in the creation and provision of information in digital media formats to meet those requirements; will be able to manage multiple tasks with accuracy and efficiency; will effectively develop programs to meet user needs; will be able to work independently and establish priorities and meet deadlines; will embrace the City's emphasis on excellent customer service.

ESSENTIAL DUTIES: This is a position that, reporting to the Division Manager, will:

- Lead a team implementing technologies such as instant messaging, podcasting, and streaming audio/video for all ages.
- Help guide the continuing transformation and development of the library's website with new and developing technologies such as blogs, rss and wikis. Knowledge of Dreamweaver and Contribute is a plus, as is experience conducting usability testing.
- Help develop and implement the library's digital services.
- Collaborate with other librarians to build and promote community, including virtual community.
- Participate in the creation, preparation, and delivery of programs and classes for library staff and the public; prepare user information and training materials; plan and present public programs and bibliographies.
- Assist in the management of electronic resources and online databases.
- Assist in installing, maintaining and troubleshooting computer equipment and software.
- Provide information services for library customers.
- Support marketing of the library to our community through it's website and other means.
- Develop, design, and update digital content on a variety of topics.
- Track, maintain, and report on a range of information or statistics as required.
- Serve as a liaison to the consortial library system and other groups.

In addition to demonstrating integrity and teamwork skills, this position requires:

- A commitment to excellence in customer service.
- People management skills.
- Excellent decision making and problem solving skills.
- Planning skills and the ability to work effectively in a fast-paced, changing and challenging environment.
- Oral and written communication skills.

If your skills match these and if you have a passion for providing innovative resources and services, please consider applying! This is your opportunity to work for a library that is a recognized leader!

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities to perform job duties is qualifying.

Education & Experience

A Master of Library Science Degree from an American Library Association accredited college or university, or a degree in Computer Science is preferred but not required. A minimum of one (1) year experience with web technology is highly desirable.

Must be physically capable of performing essential duties of the job. Possession of a valid California Driver's License and satisfactory driving record is required. Candidates must be able to work some evenings and weekends.

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. TDD is available during normal business hours for hearing impaired at: (650) 780-7265
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, which 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 5-minute training presentation and an oralboard interview. 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.

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.*

