



CITY OF YORBA LINDA

INVITES APPLICATIONS FOR LIBRARIAN ASSISTANT/CHILDREN'S SPECIALIST

**Part-Time
19 / HOUR / WEEK MAXIMUM- NO BENEFITS**

SALARY: \$24.31 - \$29.55/hour

FINAL FILING DATE:

Recruitment for this position is open and applications will be accepted by the Library Department until
Wednesday, November 29, 2017 at 5:30 p.m.

THE POSITION:

Under direct supervision, this paraprofessional position provides information and assistance to the public; performs a wide variety of support work. Hours include evenings and Saturdays.

EXAMPLES OF DUTIES:

1. Provides excellent customer service when assisting the public in making the most effective use of library services, materials, tools, and equipment; provides reader's advisory and reference services within scope of knowledge utilizing print and electronic resources; refers more difficult questions or requests to appropriate library staff.
2. Performs the less complex paraprofessional and technical support duties set within procedural frameworks established by higher-level positions; performs support work for short-term projects, long-term projects, and special programs to enable the department to offer quality programs and services to the community.
3. Assists with library programming and a variety of library-related activities including storytimes, library tours, instructional classes in library use, and a variety of library-related literature-based and educational programs and activities.
4. Participates in community events and outreach activities as directed; attends meetings, workshops and conferences; represents the library at community meetings and events.
5. Assists with collection maintenance in assigned areas.
6. Operates public access computers and staff computers for research, reserves, collection maintenance, and other specialized needs; utilizes word processing, spreadsheets, and other computer applications.
7. Assists with solicitation of donations.
8. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Masters Degree in Library Science desirable. Bachelor of Arts Degree, AA Degree, Library Technology Certificate or equivalent combination of education and experience required.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

1. A paraprofessional level position that requires knowledge of library practices, principles and materials, books, authors, reading levels, and non-print materials.

2. Ability to provide excellent customer service by meeting the public with tact, courtesy and an attitude of “going the extra mile”. Skill to communicate effectively, both orally and in writing, to staff and a widely diverse public; make presentations and effectively represent the library; organizational skills.
3. Basic knowledge of reference work and conducting effective patron interviews; operate public access computers; basic knowledge of searching using electronic resources.
4. Technical knowledge of library-related computer applications, hardware, software, and internet as well as electronic database searching.
5. Ability to implement special projects and present programs with guidance.
6. Ability to work effectively with staff, volunteers, city employees, and the general public.

PHYSICAL REQUIREMENTS:

The physical tasks of this position include sitting at a desk and computer terminal, walking, reaching, lifting, turning and twisting, bending and stooping, pushing and pulling, using small tools. Sitting, standing and walking can each be for sustained periods of time from one to two hours; reaching to shelf height of seven feet; lifting an average of 20 pounds; pushing and pulling objects including carts with a force of up to 60 pounds. Each physical task occurs in variations throughout the day.

Vision requirements include ability to read books, magazines, and other printed materials; computer screens, signage, etc.

Hearing and speaking requirements include ability to communicate effectively and in a timely manner over the telephone, person to person with the public and co-workers and to groups.

APPLICATION, SUPPLEMENTAL QUESTIONS, AND SELECTION PROCEDURE

To obtain an application packet you may:

- Call 714/777-2466 to request one be mailed to you.
- Download from the website – ylpl.org
- Visit the Library at 18181 Imperial Highway, Yorba Linda, California 92886

Applications emailed or faxed will **not** be accepted and unsigned applications will not be considered. Mail or drop off the application and attachments at the:

City of Yorba Linda Library
18181 Imperial Highway
Yorba Linda, California 92886

Attn: Anna Mollindo, Administrative Secretary

SUPPLEMENTAL QUESTIONS

As part of the application process, please include your answers to the following supplemental questions. The purpose of this supplemental questionnaire is to obtain additional job related information in order to evaluate your education, training, and experience relative to the position you are applying for. You may attach your answers on an additional sheet of paper:

- Please describe your educational training or work experience that qualifies you for the position.
- What contributions could you make to this library?
- Customer Service is an important function of the position. Tell us about a time you went above and beyond to assist someone.

The City of Yorba Linda does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment. Any qualified individual with a disability must provide reasonable notice to the Personnel Department prior to the final date of an examination.

In compliance with the Immigration Reform and Control Act of 1986, all new employees hired by the City must verify identity and entitlement to work in the United States by providing required documentation.

Employment subject to fingerprinting.

EMPLOYEE BENEFITS:

New employees must contribute 1.45% of their gross earnings for Medicare coverage. The City will match employee's contribution. New employees must contribute 3.75% of their gross earnings for Retirement benefits. The City will also contribute 3.75% on behalf of the employee. No health or vacation leave benefits are provided to temporary part-time positions. Sick leave is accrued in accordance with the Healthy Workplaces, Healthy Family Act of 2014.

ABOUT THE CITY:

Yorba Linda is located in the rolling foothills of northeastern Orange County. The City contains twenty-one square miles and at present the population is 68,399. A number of the services for the City are provided by contracts with other public agencies and private firms.

AN EQUAL OPPORTUNITY EMPLOYER