



CITY OF YORBA LINDA

INVITES APPLICATIONS FOR

LIBRARY CLERK

Yorba Linda Public Library
(Substitute Position)

SALARY: \$17.33/hr

FINAL FILING DATE: Recruitment for this position is open and applications will be accepted by the Library Department until **Friday, March 16th, 2018 at 5:00 p.m.**

THE POSITION

Under direct supervision, performs a variety of routine clerical library tasks. **This is an on-call substitute position with no set hours.**

EXAMPLES OF DUTIES

1. Operates the Integrated Library System computer terminals to locate, check in and checkout library materials; performs patron registration and other basic functions; maintains confidentiality of borrower records.
2. Answers incoming telephone calls.
3. Handles money for fines, reserves, or other.
4. Issues and renews library cards; processes books and other library materials.
5. Files; alphabetizes; searches for bibliographic information.
6. Shelves returned materials and performs other clerical duties as needed.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of routine library specific clerical tasks and simple arithmetical functions.
2. Ability to operate machines and computers and perform basic office procedures.
3. Ability to alphabetize and perform other clerical tasks.
4. Meet the public with tact and courtesy and work harmoniously with other staff.
5. Handle telephone calls in a personable manner.
6. Ability to type accurately and at a reasonable rate of speed.
7. Ability to handle multiple tasks simultaneously.

EXPERIENCE

Experience delivering quality customer service is highly desirable.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent combination of experience and training.

PHYSICAL REQUIREMENTS

This position requires physical ability to perform a wide range of motions which may include routine and repetitive bending, stooping, kneeling, reaching, pushing, moving, lifting, and carrying library materials and other objects up to 25 pounds; and pushing and pulling book carts with a force of up to 20 pounds.

Vision requirements include ability to read written instruction, book covers, and spine labels on books, magazines, and other printed materials.

Hearing and speaking requirements include ability to communicate effectively with supervisor and co-workers.

APPLICATION AND SELECTION PROCEDURE:

To obtain an application form you may:

- Call 714/777-2873 (ext. 122) to request one be mailed to you.
- Download from the Library website - www.ylpl.org
- Download from the City website – www.ci.yorba-linda.ca.us, click on “Employment” - **this website link terminates on February 28, 2018**

New Website link on March 1, 2018 – www.yorbalindaca.gov/employment

- Visit City Hall at 4845 Casa Loma Avenue, Yorba Linda, California 92886.
- No email/fax applications will be accepted.

Submit the signed application, cover letter, resume, and other documents via mail or drop off the application and attachments to the address as follows:

Yorba Linda Public Library
18181 Imperial Highway
Yorba Linda, CA 92886

ATTN: Anna Mollindo

Applications are not accepted via email or by fax and unsigned applications will not be considered. If you have any questions, please call Anna Mollindo, Administrative Assistant at 714/777-2873 (ext. 122).

Selection: Applicants will receive notifications either by email or phone regarding their status in the recruitment process.

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.

BACKGROUND CHECK: Individuals selected for employment will be required to take and pass a background check (fingerprinting.) The background check is at City expense; and conducted by a law enforcement agency designated by the City. Candidates who are currently working are urged not to resign until they have successfully passed the background check and receive a final offer.

EMPLOYEE BENEFITS:

The City does not participate in Social Security, but rather provides an alternative retirement benefit in accordance with Internal Revenue Service regulations. Each part-time employee will automatically be enrolled in an individual ICMA-RC deferred compensation (retirement) account in which an employee must contribute 3.75% of their gross earnings and the City will contribute an additional 3.75% on behalf of the employee. Part-time employees must also contribute 1.45% of their gross earnings for Medicare coverage. 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.

AN EQUAL OPPORTUNITY EMPLOYER