



## **Librarian I/II - Extra Help (Open)**

**\$27.78 - \$37.84 /Hour**

**FINAL DATE FOR FILING:** August 27, 2015.

### **THE POSITION**

The San Mateo County Library System invites applications for the positions of **Extra-Help Librarian I/II**.

The San Mateo County Library (SMCL) offers the best in library experiences to our communities stretching from Silicon Valley to the beaches of Pacifica. SMCL Librarians enjoy diverse, changing work in a variety of settings inside and outside of our community libraries. Working together, all of our staff members provide excellent services to children, teens and adults.

We seek enthusiastic, innovative and flexible individuals who proactively search for opportunities to make public library services relevant to all members of the community. Successful candidates will be excited about new challenges, eager to learn, and energized by working with people from a variety of backgrounds.

The ideal candidate will have the ability to:

- Provide excellent customer service to patrons of any age in a busy public library
- Visualize, plan and deliver non-traditional and innovative library services that benefit the needs of the community inside and outside of our buildings
- Take responsibility for a specific program area, while maintaining the flexibility to work in a variety of different capacities depending on evolving community needs
- Establish cooperative working relationships with community members, various community services providers, and with library staff and users
- Plan, schedule, coordinate and carry out programming and outreach to patrons of all age groups, including school visits, special events, story times, classes/workshops, public speaking, etc.
- Engage patrons in valuing early learning and in building early literacy skills
- Use technology as a tool, staying on top of new technology trends
- Work in a collaborative teamwork setting and inspire fun in the workplace
- Take initiative, working independently and with others
- Assist in the recruitment, training and management of volunteers
- Assist patrons with circulation activities
- Provide operational support in resolving patron complaints and in troubleshooting technology
- Communicate effectively, both orally and in writing

Because of the diversity of the communities we serve, **bilingual language skills are desired** (but not required) for these positions. Specifically, we seek applicants with the ability to read, write and speak fluently in both English and Spanish, and/or in both English and Chinese (Cantonese and/or Mandarin).

The hiring list created from this recruitment will be used to fill several extra-help vacancies and could be used to fill future full-time, part-time, limited-term, and extra-help positions. If you are interested in employment in the classification of Librarian I/II, you should apply to ensure you are considered for future opportunities that may utilize the eligible hiring list created by this recruitment.

### **SAN MATEO COUNTY LIBRARY**

The San Mateo County Library is a Joint Powers Authority comprised of the cities of Atherton, Belmont, Brisbane, East Palo Alto, Foster City, Half Moon Bay, Millbrae, Pacifica, Portola Valley, San Carlos, Woodside and the unincorporated areas of San Mateo County. SMCL is a high performing organization.

Named a four star library by Library Journal for the sixth consecutive year, SMCL ranked 2nd in California among similar peer libraries. SMCL is committed to providing quality public service.

To achieve this, we value diversity among staff and encourage each employee to take personal responsibility and make individual contributions. In addition to a broad range of digital content and services the Library includes twelve community libraries, bookmobile service and a literacy program. Serving a population of 270,000 residents, SMCL circulated over 3.5 million items to over 2.3 million visitors last year. For more information about San Mateo County Library, please visit [www.smcl.org](http://www.smcl.org).

### **QUALIFICATIONS**

**Education:** Master of Library Science or recognized equivalent degree, from an American Library Association accredited college or university is required.

**Experience:** Candidates must have the knowledge and skills necessary to perform the roles identified in the description of the positions.

**Language Skills:** Bilingual language skills, specifically English/Spanish and/or English/Chinese (Cantonese and/or Mandarin) are preferred but not required.

### **APPLICATION/EXAMINATION**

**Anyone may apply.** Current San Mateo County and San Mateo County Superior Court employees with at least six months (1040 hours) of continuous service in a classified regular, probationary, SEIU or AFSCME represented extra-help, or temporary position prior to the final filing date will receive five points added to their final passing score on this examination.

The examination process will consist of two parts: an application screening and a panel interview. The application screening is weighted as pass/fail and is based on the candidates' application and responses to the supplemental questions. Candidates who pass the application screening will be invited to a panel interview, weighted at 100%.

Depending on the number of applicants, an application appraisal of education and experience may be used in place of other examinations, or further evaluation of work experience may be conducted to group

applicants by level of qualification. All applicants who meet the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. All examinations will be given in San Mateo County, California, and applicants must participate at their own expense.

**IMPORTANT:** Applications for this position will only be accepted online. If you are currently on the County's website, you may click the **"Apply"** button above. If you are not on the County's website, please go to <http://jobs.smcgov.org> to apply.

**RECRUITMENT SCHEDULE**

Deadline for Applications: August 27, 2015 by 11:59 p.m.

Application Screening (Tentative): September 1, 2015

Panel Interview (Tentative): September 15 and/or 16, 2015

The County of San Mateo does not require job applicants to disclose conviction history information until after the applicant successfully completes all examination phases for the recruitment. All passing applicants will receive instructions by email only from Human Resources staff to complete and submit a conviction history questionnaire online within a specified deadline of two business days. Failure to do so within the time frame will disqualify you from the rest of the process. Please visit <http://hr.smcgov.org/conviction-information-applicants-faqs> to find out more information about the conviction history questionnaire so that you can prepare accordingly.

Note: Positions in criminal justice agencies currently required by law to pass background checks are exempted from this bill, and applicants may be required to submit conviction information at the time of application.

San Mateo County is an Equal Opportunity Employer

Analyst: Chet Overstreet (082115) (Librarian I/II – K001/K002)

**Job Number:** K002-14

## Librarian I/II - Extra Help (Open) Supplemental Questionnaire

- \* 1. **IMPORTANT:** Applicants for this position are required to submit responses to the following supplemental questions. Your responses will give us additional information about your background and experience related to this position and will be used in the selection process. Be concise and specific. Neatness, clarity of expression, grammar, spelling and ability to follow instructions will be considered in the evaluation process. A resume will not be accepted as a substitute for your responses. I have read and understand these instructions.

Yes No

- \* 2. A Master's degree in Library Science, or a recognized equivalent degree, from an American Library Association accredited college or university is required for the Librarian I/II positions. Do you have a Master's degree in Library Science? If you have a recognized equivalent degree, please explain.
- \* 3. At San Mateo County Library, all staff members serve children, teens and adults inside and outside of our community libraries. Please describe your experience working with children, teens and adults. Be specific about your duties and responsibilities and where the experience was gained. If you do not have experience working with a particular age group, please indicate how you would use your expertise in other areas to inform your services to the group.
- \* 4. What "ingrained" practices or traditions do you question in library service? Why?
- \* 5. Describe a time when you were asked by your manager or supervisor to do something with which you did not agree, or that you just did not want to do. How did you handle the situation and what was the result?
- \* 6. Please describe an instance when you've gone above and beyond in offering excellent customer service.
- \* 7. The ability to read, speak, and write fluently in English and Spanish, English and Cantonese, and/or English and Mandarin is preferred for these positions, but not required. Please indicate in what languages (other than English) you are fluent, if any, and describe any work experience in which you utilized your bilingual skills.
- \* Required Question

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