



San Mateo  
Public Library

## LIBRARY ADMINISTRATIVE CLERK (part time)

Administrative Operations  
San Mateo Main Library

**THE POSITION:** The San Mateo Public Library is seeking an energetic and motivated individual to provide support to the Administrative Office Team at the Main Library, including clerical, record keeping, cash handling and other related duties as assigned. This is a part time position that offers limited benefits after working a specified number of hours.

**SALARY:** \$22.74- \$27.08/hour (Initial appointment at 1<sup>st</sup> step)

### SCHEDULE (19 hours per week)\*

Monday	1:00 pm – 5:00 pm
Tuesday	1:00 pm – 5:00 pm
Wednesday	1:00 pm – 5:00 pm
Thursday	1:00 pm – 4:00 pm
Friday	1:00 pm – 5:00 pm

\* Weekend and/or evening shifts in the Main Library Passport Acceptance Office will be assigned as needed.

**TO APPLY:** Submit an official City of San Mateo application to: **San Mateo Public Library, Administration Office, 55 West Third Ave., San Mateo, CA 94402**

Resumes may be submitted, but must accompany the official City application. Upon review of applications, candidates who appear to be the best qualified will be invited for an interview.

Application forms may be picked up at: San Mateo City Hall - 330 W. 20th Ave.; Main Library - 55 West Third Ave.; Hillside Library - 205 W. Hillside Blvd.; or Marina Library - 1530 Susan Court. Application form may be printed off of the City of San Mateo website at [www.cityofsanmateo.org](http://www.cityofsanmateo.org), under Human Resources.

**DEADLINE:** Apply no later than **Friday, 1/27/17 at 5:00 pm**

### ESSENTIAL DUTIES:

- Respond to public in-person and telephone requests for services and information.
- Perform a wide variety of routine clerical work, including filing, billing, processing correspondence, record keeping
- Sort and distribute incoming and outgoing correspondence
- Assist and support the booking of Library meeting rooms
- Provide clerical support to Library departments
- Provide support to Main Library Passport Acceptance Office as a Passport Acceptance Agent (training to be provided)

### QUALIFICATIONS:

**Knowledge of:** Office methods and equipment, including experience with Microsoft Office Suite programs: at minimum Word, Excel; and Outlook; English usage, spelling, grammar and punctuation.

**Ability to:** Provide good customer service; perform routine clerical work, operate office machines, learn offices methods, rules and policies; understand and carry out oral and written instructions; speak and write clearly.

**Experience and Education:** Any combination equivalent to experience and education that could provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be equivalent to completion of 12<sup>th</sup> grade, including or supplemented by specialized clerical courses.

**ADA SPECIAL REQUIREMENT:** *Essential duties require the following physical abilities and work requirement:* ability to work in a standard library environment; ability to operate computer keyboard; sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, lift 50 pounds and push/pull 100 pounds.

**FOR ADDITIONAL INFORMATION:** Contact **Dena Gomez at 650-522-7809**