



San Mateo Public Library Employment Opportunity

Immediate Opening for a Per Diem Librarian I

THE POSITION: The San Mateo Public Library has two immediate openings for the position of per diem Librarian I. Responsibilities include serving at the Library's Information Desks at the Main Library and Branches; researching and responding to difficult or technical reference questions; advising and assisting Library patrons; demonstrating the use of on-line library catalogs, databases and other user aids; performing bibliographic searches using online and/or print resources; and performing other tasks as assigned. This recruitment will also be used to replenish the Library's On-Call Librarian list. Librarians in the On-Call role fill coverage gaps on the Library's service desks at the Main Library and/or branches.

SALARY AND HOURS: \$30.70 (Step 1); initial appointment is usually at the first step. This is a regularly scheduled 15-hr per week position with a variety of weekday, evening, weekend hours and at least one Sunday shift per rotation schedule. The schedule may change per the operational needs of the Library. This position is considered part time and offers limited benefits after working a specified number of hours.

Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Schedule 1	per rotation	2 - 6 p.m.	5-9 p.m.	Off	5-9 p.m.	Off	10 a.m.-2 p.m.
Schedule 2	per rotation	Off	5-9 p.m.	Off	2-5 p.m.	12-4 p.m.	1-5 p.m.

QUALIFICATIONS: Possession of a Master of Library Science degree from an American Library Association accredited college or university is required; previous public library experience desirable but not required. Successful Live Scan fingerprint background check.

KNOWLEDGE OF: Modern professional principles and practices of library science; modern procedures, methods, techniques and sources used in a library work; standard library technology, library automation, computers, software and library procedures; excellent customer service techniques and practices; resources and practices applicable to area of assignment.

ABILITY TO: Operate computerized cataloging and bibliographic databases; assist library patrons in response to reference and related library questions; implement and enforce Library and City policies and procedures; work well with the public; establish and maintain cooperative relations with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; work shifts as assigned.

ADA SPECIAL REQUIREMENT: Essential duties require the following physical abilities and work environment: ability to work in a standard library environment; ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, lift 40 pounds and push/pull 200 pounds.

APPLY BY: FRIDAY, MAY 12, 2017, 5:00 P.M.

APPLICATION PROCESS: Applicants must submit a letter of interest, current resume and an official City of San Mateo application (application required). Upon review of resumes, candidates who appear to be the best qualified will be invited for an interview.

TO APPLY: Submit an official City of San Mateo application, resume, and interest letter to:

**San Mateo Public Library – Main Library
Administrative Office (3rd floor)
55 West Third Avenue
San Mateo, CA 94402**

The City of San Mateo Employment Application is available online at <http://www.cityofsanmateo.org> (Departments >Human Resources >Employment Opportunities >Employment Application)

For more information, contact Rukshana Singh, Supervising Librarian, at 650-522-7804 or rsingh@cityofsanmateo.org.

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