



San Mateo
Public Library

LIBRARY ASSISTANT I – Per Diem
Administrative Operations – Passport Acceptance
San Mateo Main Library

THE POSITION: The San Mateo Public Library is seeking an energetic, motivated and detail-oriented individual to provide services as a certified passport Acceptance Agent for the Main Library's U.S. Passport Acceptance Office and to provide general support to the Library Administration Office. Training will be provided. This is a part time position that offers limited benefits after working a specified number of hours.

SALARY: \$22.99- \$27.40/hour (Initial appointment at 1st step)

SCHEDULE - 15 hours per week

The schedule will consist of two weeknight shifts (days to be determined) of 4:00 – 8:30 pm and an alternating Friday or Saturday shift of 10:30 am – 5:00 pm

HOW TO APPLY: Interested candidates should submit an official City of San Mateo employment application on-line at www.CalOpps.org **OR** 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.; Hillsdale Library - 205 W. Hillsdale Blvd.; or Marina Library - 1530 Susan Court. Application form may be printed off of the City of San Mateo website at www.cityofsanmateo.org, under Human Resources.

APPLY BY: Friday, May 19, 2017 at 5:00 P.M OR the first 100 applications received, whichever occurs first.

ESSENTIAL DUTIES:

- Review passport applications for completeness and accuracy
- Verify identification and citizenship documentation
- Collect fees
- 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

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 office 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 12th grade, including or supplemented by specialized clerical courses. Bilingual skills desirable but not required.

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, 650-522-7809;** dgomez@cityofsanmateo.org