

We invite applications for the position of:

LIBRARIAN I/II



Four (4) full-time and part-time vacancies:

Adult & Virtual Services & Mobile Library Services (Full-time)

Librarian I: \$65,855.92 - 77,477.40

Librarian II: \$72,713.94 - \$85,545.72

Adult & Virtual Services (Part-time - 0.75 FTE)

Librarian I: \$49,391.94 - \$58,108.05

Librarian II: \$54,535.45 - \$64,159.29

Youth & Outreach Services (Part-time - 0.50 FTE)

Librarian I: \$32,927.96 - \$38,738.70

Librarian II: \$36,356.97 - \$42,772.86

"I love working at Mountain View Public Library! The rewards go beyond working with a great team of people. Every day you get to work with the community to create change and make a positive impact in someone's life." – Amy Helmig, Librarian I

Why Consider The City of Mountain View?

It's simple. You'll be joining a team of talented professionals in a fast-paced, dynamic work environment dedicated to serving the Mountain View community. When you become part of the City of Mountain View family, you will find this is not just a J-O-B, it is a way of life for those who seek a mission-oriented culture.

About This Role

We want **friendly, confident, energetic, and highly motivated** individuals with **superb customer services skills** and **great technical and interpersonal skills** to join the Library Services Department of the City of Mountain View. We have openings in our Adult & Virtual Services, Mobile Library, and Youth Services divisions. Here is an outstanding opportunity to join a great organization and contribute your talents and energies as a Librarian. You can review the detailed job description for Librarian I/II on the City's website [here](#).

What You Bring

Librarian I

- Bachelor's degree from an accredited college or university with major course work in library science or related field.
- Master's degree in Library Science from an ALA accredited college or university is highly desirable.
- No professional library experience is necessary; however, extensive experience on a paraprofessional level is desired.
- A valid California Class C driver's license; a DMV printout may be requested.

Librarian II

- Bachelor's degree from an accredited college or university with major course work in library science or related field.
- Master's degree in Library Science from an ALA accredited college or university is highly desirable.
- Two years of increasingly responsible professional experience performing duties similar to a Librarian I in the City of Mountain View.
- A valid California Class C driver's license; a DMV printout may be requested.

Who You Are

- You are passionate about libraries and believe that they are essential to a strong community.
- You have excellent customer service skills.
- You know how to talk to people and how to listen, helping customers find great reads and information.
- You have a good understanding of technology and a willingness to learn about all aspects of librarianship.
- You love to connect people to information through books, movies, music, the Internet, and programs.
- You communicate effectively in writing and in person, and are organized and enjoy the details.
- You love bringing your talents to a collaborative effort.

What You'll Do

- Work at a public service desk.
- Oversee sections of the collection.
- Be involved in marketing and outreach activities.
- Envision, plan, and implement programs.
- Serve on Library and/or City committees.
- Cultivate partnerships with community stakeholders.

The City is currently recruiting for positions in the following divisions:

Adult & Virtual Services

- **Full-time** - This is a 40 hour/week, Tuesday through Saturday, full-time position (firm schedule). In addition to the regular Tuesday through Saturday schedule, you will have a weekly evening shift, and be part of a Sunday rotation. Half of your time, will be spent helping customers at the second floor information desk and half on library programs, outreach activities, collections, projects, etc.
- **Part-time - 0.75 FTE** - This is a 30 hour/week, Sunday through Thursday, part-time position (firm schedule). In addition to the regular Sunday through Thursday schedule, you will have a weekly evening shift, and be part of a Sunday rotation. Half of your time, will be spent helping customers at the second floor information desk and half on library programs, outreach activities, collections, projects, etc.

Mobile Library Services

This is a 40 hour/week, full-time position serving as principal driver and coordinator of vehicle collections and paraprofessional staff assigned to the service. You will spend 4 days a week visiting schools, child care centers, senior living complexes and corporate campuses, providing expert reader's advisory and information services. Other duties include marketing the service and producing statistical reports. The schedule includes a regular Saturday/Sunday rotation on the Youth Services Desks at the Library. Experience supervising paraprofessional staff or volunteers in a public library is desirable.

Youth Services

This is a 20 hour/week, part-time position. The schedule includes one evening and a regular Saturday/Sunday rotation. Half your time will be spent serving customers at the Children's and Teen Services Desks. Half will be spent overseeing collections, marketing services and collections, planning and presenting programs for children and parents, on outreach to groups and schools and projects, etc.

What We Offer

- Comprehensive benefits package including generous paid leave and group health coverage*
- CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members; 10.5% for new members to CalPERS with no Social Security deduction
- Opportunity to utilize \$2,000 in tuition reimbursement for education advancement annually, with an additional one time opportunity for up to \$20,000 for the completion of a work related Bachelor's or Master's degree*
- Up to \$100/month* City contribution for mass transit expenses, with \$10/month minimum employee contribution or \$20/month City contribution for bicycle commute expenses
- Professional Development Funds - \$800.00 annually*
- Wellness culture including access to the employee gym and incentive pay* for participating in the City's wellness program
- Employee appreciation days and activities

*Prorated for part-time positions

Are You Ready? Apply.

Submit your application, supplemental questions, and resume online at www.calopps.org, or to the Human Resources Division, City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. The recruitment will close at **5:00 p.m. on January 24, 2018, or after receiving 100 applications, whichever comes first.** The most appropriately qualified candidates will be invited to participate in the following process: Skype interviews (qualifying/non qualifying). Select candidates who pass the Skype interviews will be invited to an in-person oral board interview (weighted 100%). Select candidates who pass the oral board interview will be invited to interview with the Library Services staff. Depending on the number of applicants this process may be altered.

The Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

CITY OF MOUNTAIN VIEW
LIBRARIAN I/II
Supplemental Questionnaire

Please answer the following questions and submit with your application. Please limit to no more than 250 words for each question.

1. Please indicate the position or positions you are applying for
 - a. Adult & Virtual Services librarian (full-time)
 - b. Adult & Virtual Services librarian (part-time - 30 hrs/weekly)
 - c. Mobile Library Services librarian (full-time)
 - d. Youth Services half-time librarian (part-time - 20 hrs/weekly)
2. Briefly describe your background and why you are interested in the position or positions you are applying for. Please include your library work experience and any public library experience you have. Tell us what qualities make you a good fit for each position.
3. Name two critical issues affecting public libraries today. Explain why these might be both challenges and opportunities.
4. **If you are applying for the Adult Services Librarian full-time position answer this question:**
Working a regular Tuesday through Saturday is a required schedule for the full-time position. Will you be able to work a regular Tuesday to Saturday schedule?
5. **If you are applying for the Adult Services Librarian part-time position answer this question:**
Working a regular Sunday through Thursday is a required schedule for the part-time position. Will you be able to work a regular Sunday through Thursday schedule?
6. **If you are applying for the Mobile Librarian position answer this question:**
You've been selected as the Mobile Library Librarian. What are some of the potential challenges and opportunities you see in this type of service? Describe any experience you have had supervising or overseeing the work of staff/volunteers.
7. **If you are applying for the Youth Services Librarian position answer this question:**
What can libraries (and you) do to attract and hold the interest of the "iGen" kids (raised on mobile devices)? Why should they ever leave home and come to the Library.