



## San Mateo Public Library Employment Opportunity

### Immediate Opening for a (Per Diem) Library Assistant I – Teen Lounge

**THE POSITION:** The San Mateo Public Library is seeking an energetic and creative individual with a strong interest in working with teens to assist in the Teen Lounge. The Library Assistant I will work with teens and supervise the Teen Lounge area during the after school period. Duties may include advising and assisting Library patrons in the use of Library materials, assisting with teen programming and outreach, maintaining a safe and pleasant environment including shelving library materials, providing computer assistance, providing appropriate referrals, and performing other tasks as assigned.

**SALARY AND HOURS:** \$23.51 (Step 1); initial appointment is usually at the first step. This classification falls within an employee bargaining unit, employees of which may elect to join.

This is a regularly scheduled position during the school year (August – June) with the opportunity to continue the following academic year. The schedule for this position is:

Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours		2:30-5:30	2:30-5:30	2:00-5:00	2:30-5:30	2:00-5:00	

#### **QUALIFICATIONS:**

Completion of twelfth grade. Strong customer service skills required. Must enjoy working with teens and be able to build rapport with middle and high school students. Must be able to effectively enforce library policies. Computer literacy required. Familiarity with social media and interest in Young Adult literature a plus. Previous experience working with youth desirable. Successful Live Scan fingerprint background check.

*Knowledge of:* General types of library materials, services, and terminology.

*Ability to:* 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 50 pounds and push/pull 50 pounds.

**DEADLINE: 5:00 P.M., WEDNESDAY, AUGUST 15, 2018 or the first 50 application packets received, whichever occurs first.**

**TO APPLY:** Applicants must submit a letter of interest, current resume and an official City of San Mateo application (application required) online at [www.calopps.org](http://www.calopps.org)

Upon review of application packets, candidates who appear to be the best qualified will be invited for an interview.

For more information, contact Rukshana Singh, Supervising Librarian, at 650-522-7804 or [rsingh@cityofsanmateo.org](mailto:rsingh@cityofsanmateo.org).

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

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[www.smplibrary.org](http://www.smplibrary.org)