



CITY OF MOUNTAIN VIEW

Valued Employees Enhancing Our Community

We invite applications for the position of: **LIBRARIAN III (YOUTH SERVICES)**

Librarian III: \$83,165 to \$97,841 Annually
(Plus a comprehensive benefits package)

"Being a Technology Librarian encompasses continuous learning, new challenges, opportunities for innovative problem solving, and partnering with all types of library staff." Melvyn Yabut, Library Services Manager

Why Consider Working for 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. The City of Mountain View is seeking a Librarian passionate about Youth Services with excellent communication and customer service skills to join the Library Services Department. Here is an outstanding opportunity to join a great organization and contribute your talents and energies as a Librarian III. This full time position is within the Youth and Outreach Services Section of the Library and will support our Children's and Teens Services programs and customer needs in a lead role. You can review the detailed job description for Librarian III on the City's website [here](#).

About This Role

The Library is "the information center for our diverse community, providing a dynamic place to share resources and ideas, to find joy in reading, and to experience the power of lifelong learning."

What You'll Do

- Prepare monthly and weekly schedules.
- Providing direct supervision to hourly professional and regular paraprofessional staff.
- Mentor less experienced staff in program preparation and execution.
- Research and analyze community needs.
- Participate in department administration including monitoring specific work plans and budget elements and attending some leadership team meetings.
- Assist customers with reference and reader's advisory needs.
- Develop, implement and present library activities and programs, including large Storytimes and high-profile concerts or speakers, which draw crowds of up to 100-600 people.
- Maintain defined areas of the collection.
- Coordinate Youth Services marketing efforts to reach regular and potential Library users.
- Coordinate the approval and scheduling of volunteer led programming making it possible to offer programs in more languages and technical areas than staff can provide.
- Cover the duties of the manager as needed during scheduled absences.

Who You Are

- Respectful and clear in communication, both oral and written.
- A team player who is focused, friendly, and enthusiastic.
- Committed to excellent customer service skills and naturally patient.
- Skilled at multi-tasking, managing interruptions and competing priorities.
- Mindful of details and how they impact the team and as well as the service goals of the whole Library.

What You Bring

- Equivalent to a bachelor's degree from an accredited college or university with major course work in Library Science or a related field.
- Two years of increasingly responsible professional experience performing duties similar to a Librarian II in the City of Mountain View.

Highly Desirable

- A Master's Degree in Library Science from an ALA accredited college or university.
- At least 6 months of supervisory responsibilities or graduation from a supervisory certificate program.

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.
- Employee appreciation days and activities.
- 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.

Are You Ready? Apply.

Submit 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 on Tuesday, July 31, 2018 at 5:00 p.m.** Qualified candidates are encouraged to apply early. The most appropriately qualified candidates will be invited to an oral board interview tentatively scheduled for **Tuesday, August 14, 2018.**

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).

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Librarian III (Youth Services)

Supplemental Questionnaire

Please answer the following questions and submit with the application. Please no more than one page for each question.

1. Describe the strategies and tools you would use to organize your time when faced with competing top priorities and simultaneous deadlines.
2. Please describe your experience supervising staff and include the number of persons supervised, their level (page, volunteer, librarian, etc.), and length of time you were a supervisor. Additionally, describe your most challenging supervisory experience.
3. Write about a program or service you would like to add to the Children's section of the Library. Please address the following in your response:
 - a. The need for the program/service,
 - b. Staffing requirements,
 - c. How you would estimate the cost and return on investment,
 - d. Development of the program/service,
 - e. How you would evaluate the success of the program/service,
 - f. Other considerations, if any.