



We invite applications for the position of:
**Community Services Coordinator
(Volunteer Coordinator) (.50 FTE)**
\$32.15 - \$38.38/Hour
Plus a comprehensive benefits package (prorated)

**The City of San Mateo Library Department is looking for a
Community Services Coordinator (Volunteer Coordinator)
Part-time with Prorated Benefits (.50 FTE)**

Why Join our Department?

Come be part of the San Mateo Public Library team. You would be joining an organization whose mission it is to serve the community with a collaborative, innovative and professional spirit. The Library is looking for someone who embodies the City of San Mateo's shared values of respect, creativity, inclusivity, transparency, and integrity, to provide an effective library volunteer program.

The San Mateo Public Library is a dynamic community resource and destination that includes the Main Library, a state of the art LEED Gold rated green building, and two community branch libraries. The Library provides library services to residents of the City of San Mateo and the Town of Hillsborough and is part of the Peninsula Library System (PLS), a consortium of public library jurisdictions and community college libraries in San Mateo County. The Library is also part of the Pacific Library Partnership, a consolidation of four library systems in the greater Bay Area of Northern California.

The San Mateo Public Library is seeking an energetic and motivated individual to be a part-time Community Services Coordinator (.50 full-time equivalent). In this position, the successful candidate will be responsible for the recruitment, training and overall supervision of volunteers for the San Mateo Public Library's robust volunteer program. The position requires considerable contact and collaboration with library patrons and staff from a variety of diverse backgrounds and abilities. Although the ideal candidate is comfortable performing their duties with considerable independent judgment and initiative, she/he must also be willing to collaborate with other library staff to anticipate and meet the needs of our community.

Look to some of the reasons why the City of San Mateo is a great place to work,
<https://youtu.be/XNAF7GZUNi8?list=PL3QUX6-y-89-D28g895DzvObmoD89Dqdn>

What You'll Do

- Plan, implement, and evaluate the library's volunteer program.
- Recruitment, training and overall supervision of volunteers for the library.
- Develop opportunities for volunteer development and appreciation.
- Collect and maintain appropriate program records, statistics and performance measures.
- You may assist with and participate in a variety of library activities and operations including assisting with library patrons.
- You may be required to work nights and weekends, so demonstrating work schedule flexibility is essential.
- For a complete list of duties, reference our job specifications at www.cityofsanmateo.org

Who You Are

- You possess **knowledge** of basic principles and methods of planning, coordinating and leading recreation and/or human services programs and activities.
- You possess the **ability** to effectively make decisions in accordance with established policies, resolutions, and procedures.
- You possess **knowledge of** principles of supervision, training and performance evaluation.
- You possess **experience** working with volunteer programs, community organizations and educational resources.
- You possess the **ability** to select, train, supervise and evaluate employees and volunteers
- You possess the **ability** to communicate effectively, both in writing and verbally, with people of diverse multi-cultural, socio-economic backgrounds and temperaments, exercising tact and diplomacy.

What You Bring

- Equivalent to completion of the twelfth grade supplemented by college level courses in library science or related human services field. Bachelor's degree preferred but not required.
- Two years of responsible paid leadership experience in a human services setting or related work in a public library system.
- Prior experience managing volunteers and/or volunteer programs preferred.
- Prior library work experience is preferred, not required.
- Possession of a valid, appropriate California Driver's License is required.
- Some positions may require a specialized classification to transport passengers. First Aid or other specialized certificates may be required for some positions.

Bonus Points

- Bilingual skills (English/Spanish) are a plus, but not required.

What We Offer

- Comprehensive benefits package including generous paid leave and health benefits (Prorated for a .50 FTE employee.)
- CalPERS retirement (2% @ 55 for classic members; 2% @ 62 for new members). Classic employees contribute 7% to CalPERS and New members contribute 6.25% to CalPERS with participation in the Social Security Program
- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program and Credit Union Membership
- Bilingual Differential \$195 monthly (if applicable) (Prorated for a .50 FTE employee.)
- This classification falls within an employee bargaining unit, employees of which may elect to join

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 100 pounds.

Are You Ready? Apply.

Submit an online application, résumé (strongly encouraged) and supplemental questionnaire at www.calopps.org or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

Application Deadline

Recruitment will close by **Friday, October 19, 2018 @ 5:00 p.m. or upon receipt of the first 50 applications and supplemental questionnaires**, whichever occurs first.

Interview Process

All applications and supplemental questionnaires received will be reviewed for minimum qualifications. Resumes are strongly encouraged. A limited number of the most highly qualified applicants will be invited to participate in the examination process which may consist of an oral panel interview, **tentatively scheduled for Monday, November 5, 2018.**

An eligible list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least 6 months with the possibility of an extension for an additional 6 months. Once placed on an eligible list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

Date Posted

October 1, 2018

Note: The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process.

Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment.

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 policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, gender, age, religion, ancestry, physical or mental disability, sexual preference, marital status or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. The City of San Mateo is an Equal Opportunity Employer (EOE).

**CITY OF SAN MATEO
COMMUNITY SERVICES COORDINATOR
(Volunteer Coordinator, .50 FTE)**

Supplemental Questionnaire

Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. (Questionnaire responses must be submitted with the employment application.)

1. Please describe how your experience, education, and knowledge have prepared you to successfully coordinate the Library's community service program, specifically as it relates to library volunteers.
2. Please describe the most important components of a highly effective volunteer program. How would you sustain a successful program?