



CITY OF SAUSALITO

420 Litho Street, Sausalito CA 94965
Attn: Human Resources Manager
(415) 289-4130
spaterson@sausalito.gov

LIBRARY ASSISTANT II (\$3,700/Month)

**One Full-time Position in the Sausalito Public Library
Application Deadline: Friday, September 22, 2017**

JOB DUTIES:

THE LIBRARY ASSISTANT II is a journey-level class in the paraprofessional Library Assistant series that is capable of performing the full range of technical and administrative library duties, including circulation, technical services, support services, and community assistance. Incumbents are fully aware of the operating procedures and policies of the work unit and receive only occasional instruction or assistance as new or unusual situations arise. This class is distinguished from the Librarian series in that the tasks performed are paraprofessional in nature and do not require possession of a Master's degree in library science.

The successful candidate will have exceptional communication, organizational, and interpersonal skills. Appointments will be based on experience and overall qualifications.

This position reports to the City Librarian, with functional reporting relationships with the supervisor of the Circulation Department and the Assistant City Librarian.

TYPICAL DUTIES FOR THE POSITION INCLUDE:

Depending upon assignment, duties may include, but are not limited to, the following:

- Performs technical services, including processing, labeling, re-packaging, and repairing materials.
- Works at the Circulation Desk checking in and out library materials, helping patrons who have questions about their library record, collecting fees, and processing library cards and card renewals.
- Advises and assists library patrons in the use of library services and tools.
- Completes or supervises the completion of a variety of complex clerical duties including maintaining detailed records, paying bills, and corresponding with vendors.
- Prepares invoices for submission to the City of Sausalito Finance Department.
- Receives new serials and prepares them for public use.
- Maintains stocks of office supplies for the library. Ensures that supplies are efficiently organized.
- Prepares signs, fliers, and handouts.
- Oversees the Library's community events bulletin board.
- Investigates and recommends ways to improve the efficiency and accuracy of library operations through the deployment of technology or improved processes.
- Participates in professional meetings, workshops, and conferences and continuing education programs as appropriate.

- Participates in staff meetings and email discussions. Contributes expertise to decisions made collectively by the library staff.
- Troubleshoots basic technology problems as needed, e.g. printers, cables, ports, data formats, logins.
- Provides functional and technical training and supervision for assigned library clerical, part-time, and volunteer personnel.
- May act as Circulation Supervisor when required.
- Assists the Circulation Supervisor as needed with payroll, accounts, state reports, interlibrary loan processing, and other duties.
- Assists the Children's Librarian with programs and program set up.
- Performs other duties as assigned.

QUALIFICATIONS:

Must have working knowledge of:

- Integrated library systems such as the Innovative Interfaces Sierra system used by the Sausalito Public Library and other MARINet libraries.
- General principles of public library services and programs.
- Basic library terminology and practices.
- Basic principles and practices of data collection, report preparation, and record keeping.
- Current office practices and technology (Microsoft Office suite, file systems, email communications, etc.).
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Communicate effectively and clearly with those contacted in the course of work in person, over the telephone, and in writing.
- Demonstrate independent judgment, initiative and perseverance.
- Interact diplomatically with people of all ages.
- Work evenings and weekends, as assigned.
- Perform varied library work accurately with attention to detail and under minimal supervision.
- Schedule and coordinate projects, set priorities, and adapt to changing priorities.
- Organize own work and meet deadlines.
- Make sound, independent decisions within established policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with co-workers.
- Quickly learn new software and systems.

REQUIREMENTS: Any combination of relevant experience and education that provides the required knowledge and abilities qualifies:

Experience: Minimum of one year of experience providing customer service in a public or academic library. Some experience with library technical services is desirable.

Education: Significant post-high school coursework. Graduation from an accredited four-year college or university preferred.

Licenses/Certifications Required:

- Valid California Driver License (verification of insurability)

SPECIAL REQUIREMENTS: Must possess: mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works indoors and requires frequent standing in and walking between work areas. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and shelve materials.

THE COMMUNITY: Sausalito is a beautiful, San Francisco Bay-front city of 7,100 residents within 2.2 square miles that serves a visitor population that may be several times the size of the year round population. The community is geographically blessed with a variety of natural features that define residential neighborhoods, commercial districts, harbors and waterfront, and a maritime-oriented office/industrial district. The blend of historical buildings, wooded hillsides, sweeping Bay and San Francisco views nestled against the Golden Gate National Recreation Area combine to make Sausalito a community of great charm and natural beauty. Residents are community-oriented and very supportive of City staff.

CITY GOVERNMENT: Sausalito is a General Law City incorporated in 1893 and has a City Council/City Manager form of government. The City provides a full range of services including Administration, Finance, Police, Public Works, Parks and Recreation, and Community Development. The City Council and staff value positive relationships with the residents, businesses, visitors and outside agencies.

THE SAUSALITO PUBLIC LIBRARY: The Sausalito Public Library was founded in 1906 and is located in the Sausalito City Hall building at 420 Litho Street. The Library is open seven days a week and features a collection of over 50,000 books, DVDs, and audio books. Other resources available include public internet stations, free wi-fi, and online collections of e-books, e-audiobooks, and streaming video.

BENEFITS:

Cafeteria Benefit Plan: The City offers a generous cafeteria benefit program including choices among plan options for medical, dental, vision, life insurance, short and long-term disability, and PERS long-term care insurance.

Leave: Employees earn 10 hours vacation and 7.5 hours sick leave per month. Employees in the Library Department are entitled to 10 paid holidays and 15 hours of “floating holiday” time each year.

Retirement: This position pays into the CalPERS Retirement System and NOT Social Security.

Union Membership: This position is non-exempt and is part of the Service Employees’ International Union group (SEIU Local 1021)

APPLICATION PROCEDURE:

Applications are available on our City website:

<http://www.sausalito.gov/departments/administration/human-resources/job-openings>

All application materials must be submitted by **5:00pm on Friday, September 22, 2107** by mail or delivery to:

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To be considered, applicants must complete and submit ALL of the following:

- Cover letter that describes why this position appeals to you and the highlights of your career that best qualify you for the Library Assistant II position.
- City Employment Application completed and signed. *(Please note that the Applicant Tracking Form portion of the Application must be submitted; be assured that it is separated from the application upon receipt, and the information submitted on the Tracking Form is NOT processed in connection with any individual's application so that the information remains "anonymous".)*
- A list of references: 3 professional references and 3 personal references *(The City of Sausalito will NOT contact these references unless the applicant becomes a finalist in the selection process, and if that is the case, the applicant will be informed before the City makes contact with the references in order to allow the applicant to forewarn the references of the call they should expect from the City.)*
- Résumé.