



# CITY OF SALINAS

Regular Employment Opportunity

## LIBRARIAN I

RECRUITMENT #19850688

**FINAL FILING DATE: Open Until Filled**

**SALARY: \$4,202 - \$4,413 - \$4,632 - \$4,864 - \$5,107 - \$5,362 (longevity) Monthly**

**APPLY ONLINE AT: <https://www.calopps.org/salinas/job-19850688>**

The Salinas Public Library is looking for a Librarian I with a passion for building community and nurturing lifelong learning through library programming and services. Be a part of a team that is building a new branch library, re-envisioning existing library spaces and re-energizing library services in Salinas.

**SPECIAL INSTRUCTIONS:** All applicants must provide a copy of diploma or transcripts at the time of application or submit to the Human Resources Department. Applications are incomplete without the required document.

**DEFINITION:** To perform a variety of professional librarian duties including reference and information, cataloging, children's, young adult or adult programs and services in the Library and Community Services Department.

**DISTINGUISHING CHARACTERISTICS:** This is the entry-level class in the professional library series and is distinguished from the II level by the limited range of duties performed.

**SUPERVISION RECEIVED AND EXERCISED:** Receives immediate supervision from higher-level library positions. May exercise functional supervision of lower level staff and volunteers.

**ESSENTIAL JOB FUNCTIONS OF THE POSITION:** Duties may include, but are not limited to the following: Assist in the development and implementation of programs, services and events in areas of responsibility. Those may include children, young adult, adult, Bookmobile and/or Snappymobile, technology/innovation, local history and reference services. Serve as the Children's and/or Young Adult Librarian; organize market, promote and implement programming for children's and/or young adults' activities. Assist in preparing program budget. Prepare and conduct story times. Serve at reference desk; research and respond to difficult or technical reference questions. Assist library patrons using computers, self-check machines, etc., and demonstrate the use of library catalogs and other reference tools. Perform outreach and speak to school classes to promote library services. Conduct tours of the library. Catalog and classify books and other library materials. Compile subject bibliographies. Maintain and update bibliographic files. Review new publications and collection materials and make recommendations on material for acquisition and/or disposition, as appropriate. Compile program monthly report and statistics. Functionally supervises lower-level staff and/or volunteers as assigned. Promote and maintain safety in the work place. Perform related duties as assigned.

**PHYSICAL AND MENTAL CHARACTERISTICS:** Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read printed materials and distinguish colors; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, climb and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 25 lbs.; may occasionally lift up to 40 pounds of library materials; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**WORKING CONDITIONS:** Business office working environment subject to sitting for prolonged periods of time, and occasionally standing at a counter for long periods of time, bending, crouching, or kneeling at files and shelving units; reaching in all directions and prolonged periods of time working at a computer terminal.

**QUALIFICATIONS: Knowledge of:** Principles and practices of professional library work including methods, practices, and techniques of library classification, cataloging and reference activities. Reference methods, techniques, and sources used in library work. Principles and practices involving operation of specialty areas including children, young adults or reference services. Materials and services available in public libraries. **Ability to:** Provide contemporary library programs and services including technology and social media communications. Assist library patrons responding to reference and related library questions. Establish and maintain cooperative working relationships with the public and staff. Deal courteously and tactfully with public. Communicate clearly and concisely, orally, in writing and in an online environment. Develop and implement programs in assigned specialty area. Learn departmental practices and procedures. Effectively organize workload.

**License or Certificate:** Possession of a valid California Driver's License.

**EDUCATION AND EXPERIENCE:** An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be a Bachelor's degree plus two years of paraprofessional library experience which included program design and implementation or collection development work or a Master's degree in Library and Information Science from a school accredited by the American Library Association and one (1) year of paraprofessional library experience or experience in an educational or non-profit organization.

**VETERAN'S PREFERENCE:** A veteran is defined in accordance with California Government Code 18540.4. In order to exercise this preference, the veteran must submit the City's Veteran's Preference Application (found here: <http://www.ci.salinas.ca.us/services/hr/pdf/VeteransPreferencePolicy.pdf>) and provide a copy of the DD-214 form at time of application as proof of military status. Failure to submit the required forms will be deemed a waiver of veteran's preference. Military veterans shall be given preference in initial appointment to City service. Further details can be obtained from the Human Resources Division, at 831-758-7254.

**SELECTION PROCESS:** Applicants' qualifications will be evaluated on the basis of the information provided on the employment application. The exam process may consist of an application appraisal or oral interview with a supplemental questionnaire. The City reserves the right to use alternate testing procedures if deemed necessary. **CITY COMMUNICATION REGARDING THE SELECTION PROCESS WILL BE VIA E-MAIL. PLEASE ENSURE THAT YOU HAVE ACCESS TO THE E-MAIL ON YOUR APPLICATION.** Finalist interview/assessment will be held with the City of Salinas.

#### ***EQUAL OPPORTUNITY EMPLOYER***

The City of Salinas does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Salinas makes reasonable accommodation for qualified individuals with a disability. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Officer in writing no later than the final filing date stated in this job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied. **EEO Utilization Report is available for candidate review upon request.**

**SALARY STEPS:** Appointments are normally made at the first step. Consideration is given for increase to the second step after successful completion of a six-month probationary period. (Employees appointed at a higher step will be eligible for consideration for the next step after one year, providing they successfully complete a six-month probationary period). 4/26/19 pp

#### **SALINAS MUNICIPAL EMPLOYEES ASSOCIATION (SMEA) BENEFITS**

**ANNUAL LEAVE:** Accrued at a rate of 22 days through 5 years; 27 days through 10 years; with additional longevity increases.

**HOLIDAYS:** Twelve days per year plus two floating holidays.

**EDUCATIONAL INCENTIVE PAY:** 2.5% pay to base salary for Master in Library Science OR Master of Library and Information Science.

**FLEXIBLE COMPENSATION BENEFIT:** A Flexible Benefit equal to 5% of the employee's annual base salary may be used toward employee health contribution, deferred compensation, leave time or cash.

**HEALTH INSURANCE:** The City currently pays 100% for CalPERS *Choice* Health plan, Delta Dental and VSP for employee and eligible dependents. Other PERS Health coverage may be available depending upon residence. The City will only provide the premium amount equal to the CalPERS *Choice*. *Effective December 2019, employee contribution to Health plan as follows: \$75 per month for family coverage, \$50 per month for employee plus one and \$25 per month for employee only.*

**RETIREMENT:** CalPERS retirement plan. 2% at 62 for new members and 2% at 55 for classic members. Employee pays contribution in addition to Social Security/Medicare contributions.

**LONG-TERM DISABILITY:** City-paid long-term disability plan for job-related and non-job-related disability.

**LIFE INSURANCE:** City-paid life insurance policy of \$50,000.

**VOLUNTARY PHYSICAL FITNESS/WELLNESS PROGRAM:** City provides 50% reimbursement to employees for actual costs of participation in health club memberships for employee only, not to exceed \$500 per calendar year, per employee or a voluntary annual fitness incentive of \$500/\$750/\$1,000 for qualifying employees.

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**THE ABOVE-LISTED BENEFITS ARE SUBJECT TO CHANGE AND DO NOT CONSTITUTE A CONTRACT.  
PLEASE VISIT THE CITY WEBSITE FOR A FULL DESCRIPTION OF BENEFITS.**