

# CITY OF SALINAS

On-Call, Temporary Employment Opportunity



## LIBRARY CLERK

RECRUITMENT #19766351

Final Filing Date: Continuous

Salary: \$14.57 - \$15.31 - \$16.07 - \$16.88 - \$17.72/Hour

**APPLY ONLINE AT: [www.calopps.org/city-of-salinas](http://www.calopps.org/city-of-salinas)**

*The City of Salinas, Library and Community Services Department is accepting applications for on-call Library Clerks to accommodate a schedule of seven (7) days a week. These are on-call, temporary assignments with varied schedules that may work at any of the three libraries: John Steinbeck, Cesar Chavez and El Gabilan or at our temporary location inside of the Salinas Northridge Mall. Temporary employees may not exceed a maximum of 25 work hours per week and 1,000 work hours per fiscal year (fiscal year runs from July 1 – June 30).*

**SPECIAL INSTRUCTIONS:** All applicants must provide a copy of diploma/GED and typing certificate of 40 net words per minute, valid within the last twelve months, at the time of application as a single PDF attachment or submit to the Human Resources department. We will not accept typing exams completed online. Applications are considered incomplete without the required documents.

**DEFINITION:** Under general supervision, perform routine circulation and clerical work in the Library and Community Services Department.

**SUPERVISION RECEIVED AND EXERCISED:** Receive general supervision from Senior Library Technician. May receive supervision from higher-level department staff. Exercises no supervision.

**ESSENTIAL JOB FUNCTIONS OF THE POSITION:** Duties may include, but are not limited to the following: Perform direct public service at the circulation desk. Perform related duties using the library's Integrated Library System (ILS). Register patrons for library cards. Check-out, accept, and check-in returned books, pamphlets, periodicals, and other library materials; prepare returned library materials to go back to the circulation collection. Answer phones; respond to patrons in person and telephone requests for library materials, reserves, renewals, services and information. Resolve issues with problem items. Compute and collect monies for reserves, overdue fines, lost materials and other miscellaneous library materials; count and balance revenue receipts; prepare for deposit. Assist in receiving and processing books and other acquisitions for the library collection such as label, cover and prepare books and pamphlets for shelving. May repair books and other library materials. Type book lists, records, order forms and other items. Inventory and order supplies as needed. Search shelves for specific books and periodicals. Shelf materials and shelf-read as needed. Take circulation count. Drive the delivery van and deliver and/or pick up materials from other libraries and other city locations as needed. Drive the Bookmobile or Snappymobile as needed and perform Circulation duties. Assist with setting up and cleaning up for events and programs. Perform opening and closing duties. Promote and maintain safety in the work place. Perform related duties as assigned.

**QUALIFICATIONS: Knowledge of:** Library terminology. Dewey Decimal system. Library filing rules and procedures. Modern office methods, practices and procedures. English usage, spelling, grammar, and punctuation. Basic arithmetic. Knowledge of Microsoft Word and Internet searches. **Ability to:** Follow oral and written instructions. Perform or learn library clerical tasks and become familiar with departmental procedures. Learn to use the Library Catalog and the Integrated Library System (ILS). Use standard office and library equipment. Spell correctly. Make routine mathematical calculations. Deal courteously and tactfully with the public. Establish and maintain effective relationships with others. Effectively organize workload. **Skills to:** Type at a speed of 40 words per minute.

**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 standing at the public service counter for long periods of time, bending, crouching, or kneeling at files and shelving units; pushing/pulling of book carts and supplies; lifting and transferring books from bins to carts and to shelves; reaching in all directions and frequent periods of time working at a computer terminal.

**License or Certificate:** Possession of a valid California Driver's License. **PLEASE NOTE:** A typing certificate of 40 net words per minute, valid within the last twelve months must be attached to your CalOpps application to be considered further. We will not accept exams completed online.

**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 any combination equivalent to graduation from high school/GED and one year of general office assistance work experience; preferably including experience in public contact or library work.

**SELECTION PROCESS:** Applicants' qualifications will be evaluated based on the information provided on the employment application. The exam process may consist of an oral interview and written exercise. 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. 3/5/19 ma. **EEO Utilization Report is available for candidate review upon request.**