



**CITY OF SALINAS**  
invites applications for the position of:

## **Literacy Clerk - Temporary**

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**SALARY:** \$14.58 - \$17.72 Hourly  
**DEPARTMENT:** Library & Community Services  
**DIVISION:** Literacy  
**OPENING DATE:** 05/29/19  
**CLOSING DATE:** Continuous

### **SUMMARY OF DUTIES:**

*The City of Salinas is accepting applications for Literacy Clerks to support student and family literacy programs. These are temporary assignments with varied schedules that may work at any branch and/or the Library's Bookmobile. Background and experience in Early Childhood Education (ECE) and other family literacy programs is highly desirable. Temporary employees may not exceed a maximum of 25 work hours per week or 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 direct supervision, perform a wide variety of general and clerical duties, including those related to Literacy Services for the Library and Community Services Department, with a strong emphasis on providing public service.

### **SUPERVISION RECEIVED AND EXERCISED**

Receive general supervision from the Literacy Program Manager and other higher-level department staff. Exercises no supervision.

### **ESSENTIAL JOB FUNCTIONS:**

Duties may include, but are not limited to the following: Perform direct public service in Literacy Services, assisting with program support and delivery. Answer routine, directional and informational questions in person and by telephone for library and Literacy Services. Respond to patron requests for Literacy Services. Create and maintain confidential files. Collect pertinent program data. Inventory and order supplies as needed. Assist with the maintenance of tutor and learner files. Assist with setting up and cleaning up for events and programs. May also assist with fundraising activities. May perform direct public service at the circulation desk. Register patrons for library cards. Assist in receiving and processing books and other acquisitions. Assist in circulation procedures by charging out and accepting returned books, pamphlets, periodicals, and other library materials. Prepare returned library materials for return to the circulation collection and Literacy Program collection; Compute and collect monies for reserves, overdue fines, lost materials and other miscellaneous library materials; count and balance revenue receipts; prepare for deposit. Label, cover and prepare books and pamphlets for shelving. Type book lists, records, order forms and other items. Search shelves for specific books and periodicals. Collaborate with other library staff on various partnerships. Regularly assist in maintaining a neat appearance of the library, clean tables, circulation desk counter tops, terminals, etc. 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. Assist with setting up and cleaning up for events and programs. Promote and maintain safety in the work place. May perform Library Clerk and other related duties as required.

### **MINIMUM QUALIFICATIONS:**

**Knowledge of:**

Library terminology. Dewey Decimal system. Library filing rules, procedures and Literacy programs. Modern office methods, practices and procedures. English usage, spelling, grammar, and punctuation. Basic arithmetic. Microsoft Office programs and internet research skills.

**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 including a computer. Spell correctly. Make routine mathematical calculations. Perform data collection. Deal courteously and tactfully with the public. Operate motor vehicles. Establish and maintain effective relationships with others. Effectively organize workload. Bilingual skills (Spanish) highly desirable.

**Skills to:**

Operate a personal computer with proficiency using word processing and spreadsheet programs. Skill in utilizing Internet and Social media web sites. Type at a speed of 40 words per minute. Judgment necessary to obey all applicable laws and make sound decision while operating a motor vehicle.

**License or Certificate:**

Possession of a valid California Driver's License is required. Employee will be required to use a City vehicle(s) for business use.

**Education and Experience:**

High school diploma/GED and one year of general office assistance work experience; or one year of working with the public in a library setting.

**SUPPLEMENTAL INFORMATION:****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; and safely operate a motor vehicle; 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.

**Recruitment Contact:**

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