

City of Watsonville

Library Clerk

Half-time (18 hours per week)

\$1,400.56 - \$1,876.89/Month*

Filing Deadline: Tuesday, June 24, 2014 at 5:00 p.m.

(no postmarks accepted)



Employment Opportunity

*“Opportunity Through
Diversity; Unity Through
Cooperation”*

Watsonville Public Library is seeking an energetic, customer service-orientated person. This position offers opportunities to meet and serve people from the community and surrounding areas. Bilingual (English/Spanish) applicants are highly encouraged to apply.

DEFINITION

To provide a variety of general clerical assistance in support of circulation, reference, classification, and record keeping activities in a public library; to receive and assist patrons in the use of library resources and services.

DISTINGUISHING CHARACTERISTICS

Employees in this classification receive close supervision within a framework of well-defined policies and procedures. This job class is the entry and training level classification in the Library series and requires limited or no experience in library work.

SUPERVISION RECEIVED

Receives close supervision from the Circulation Manager and/or lead person

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited, to the following:

- Receives patrons, provides basic assistance in the use of library facilities and resources
- Checks materials in and out at the circulation desk
- Issues library cards; reviews library policies and procedures with patrons
- Operates computer; inputs and retrieves data
- Demonstrates use of equipment to patrons; microfilm/fiche reader/printers, online catalog, periodical index, and copiers
- Sorts and shelves returning materials
- Collects monies for overdue and damaged materials
- Answers telephone and routes messages
- Prepares routine reports; types and performs other clerical and technical duties in support of library activities and operations as assigned
- Drives a Library or City vehicle to perform pick ups and deliveries
- Sorts, packs and unpacks shipments of Library books and materials
- Sorts, processes and distributes mail

OTHER RESPONSIBILITIES

- May mend and repair damaged books and other library materials
- May order and process phone books, pamphlets, map and tax forms
- May perform item entry of new library materials
- May process new materials for circulation; type and apply labels, apply laminate, paste in pockets, put on book covers
- May do basic database searches
- Take packages to Post Office

Human Resources
Department
275 Main Street, Suite 400
4th Floor
Watsonville, CA 95076
Phone: 831.768.3020
Job-Line: 831.768.3025
Fax: 831.761.0736

www.cityofwatsonville.org

EMPLOYMENT STANDARDS

Knowledge of:

- correct English usage, spelling, grammar, and punctuation
- proper office methods, procedures, and practices
- basic math skills
- basic indexing, filing, and record keeping methods and procedures

Ability to:

- deal tactfully and courteously with the public
- perform a variety of general office clerical work with speed and accuracy
- learn basic library methods, procedures, and terminology including the Dewey Decimal System
- interpret, apply, and explain library procedures, policies and resources
- type at a rate of 35 words per minute from a clear, legible copy
- effectively and tactfully communicate in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties
- use standard office and library equipment, including computers
- stand for long periods, reach, stoop, bend, and lift and carry objects weighing up to 50 pounds
- drive a van, station, wagon and car
- climb into and out of appropriate vehicles
- maintain records
- speak English/Spanish highly desirable

Training and Experience: Any combination of training and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the abilities and knowledge is:

- One year of general office assistance work experience; preferably including experience in public contact or library work.

License:

- Possession of a valid Class C California Driver's license, including a safe driving record.

APPLICATION AND INTERVIEW PROCESS

Applications must be submitted to the Human Resources Department at 275 Main Street, Suite 400, 4th Floor, Watsonville, CA 95076 by the filing deadline. An application may be obtained by calling (831) 768-3025, or on the City's website at www.cityofwatsonville.org. Candidates will receive written notification after applications have been screened for requirement compliance. Testing and interview dates will be announced at a later time.

APPOINTMENT AND BENEFITS

In FY 2013-2015 employees work reduced workweek of 18 hours. Listed salary will be reduced by 10% to reflect this schedule. The benefits for the Library Clerk half-time position are pro-rated. The City participates in the Public Employees Retirement System (PERS) and excellent health, vision, dental and retirement benefits. This position is in the Clerical/Technical, Service Employees International Union, Local 521, Bargaining Unit.

Prior to appointment to the position of Library Clerk, a medical examination and fingerprinting will be required.



The City of Watsonville encourages workplace diversity and is an equal opportunity employer.

The City of Watsonville is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.