

City of Watsonville

LIBRARIAN

Temporary Hourly Position, On-Call
(Up to 900 hours per fiscal year)

\$22.58 - \$30.26/Hour

Filing Deadline: Open and Continuous

(No Postmarks Accepted)



Employment Opportunity

*“Opportunity Through
Diversity; Unity Through
Cooperation”*

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

Job Summary

To augment or relieve regular staff in the accomplishments of work. Performs a variety of professional duties involved in planning, coordinating, and implementing library services and programs; perform complex reference, technical and reader's advisory services.

Examples of Essential Duties: Duties may include, but are not limited to, the following:

- guides and assists patrons in locating answers to their questions using a variety of available resources; performs reference interviews and readers advisory services
- Instructs and advises patrons in using the on-line catalog, internet, and other electronic resources.
- Participates in the development and delivery of programs on a variety of topics in collaboration with colleagues
- Promotes, publicizes and represents library programs and services to the community and local agencies
- Assists in the development and on-going maintenance of the library's website
- Develops and maintains effective relationships with schools, community and business groups, government and civic agencies, current and potential library users, identifies emerging community issues and determines the need for related library services, collections and materials
- Perform related duties similar to the above in scope and function as required

Employment Standards

Knowledge of:

- professional library principles and practices
- Basic reference tools and services
- principles and techniques of library materials selection and de-selection
- current, standard library procedures, information technology, internet and database search capabilities

Ability to:

- assist with difficult reference questions
- Work with the public for extended periods of time, maintaining a positive, pleasant demeanor and providing friendly courteous services to library patrons
- Use computer and the internet effectively for providing library service
- Creatively promote library services, service delivery and the profession
- Work cooperatively with other city employees and the general public
- Keep up to date with current professional issues and developments

- coordinate, direct, and implement library services programs suited to the needs of the community
- Analyze, evaluate and recommend collection development acquisitions
- Maintain a schedule that includes working at least one evening per week and a rotating week-end schedule
- Effectively and tactfully communicate in both oral and written forms
- Direct, coordinate and monitor the work of assigned staff
- Maintain accurate records and prepare reports

Physical Requirements: Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Drive a vehicle, climb into and out of appropriate vehicles
- Intermittently bend and twist to reach equipment surrounding desk
- Move sufficiently to lift boxes, climb ladders and stairs; bend, crouch, kneel, squat, or stoop, push/pull file drawers and supplies, reach in all directions
- Reach above and at the shoulder height
- Lift and carry books and/or equipment weighing from 10-50 lbs
- Sit at a desk using near vision for long periods of time
- Stand for long periods of time
- Work indoors in an office environment subject to heat/cold and fragrances
- Use a computer keyboard
- Grasp files, documents and equipment with right and left hands
- See and hear in the normal visual and audio ranges with or without correction

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

- A master's degree in library science (MLIS/MLS) from an American Library Association (ALA) accredited institution.
- Some experience in professional public library work is preferred

Desirable Qualifications

- The ability to speak English and Spanish

License and Certification

- Possession at the time of hire and continued maintenance of a valid California Class C driver's license, including a safe driving record.

Application and Interview Process

Applications must be submitted to the Human Resources Department located at 275 Main Street, Suite 400, 4th floor, Watsonville, CA 95076. An application may be obtained by calling 831.768.3025 or by going to the City's website at www.cityofwatsonville.org. Candidates will receive written notification after applications have been screened for requirement compliance.

Prior to appointment to position of Librarian, a medical exam 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.

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