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Now Accepting Applications for **LIBRARIAN I/II**

The City of Livermore is currently accepting applications to fill a Librarian I/II vacancy. Apply online at www.cityoflivermore.net/jobs by 5 p.m. on January 15, 2021. A completed online application and responses to the supplemental questions must be received by the deadline to be considered. Please contact Human Resources with questions at hr@cityoflivermore.net or (925) 960-4100.

SALARY & BENEFITS

Librarian I: \$5,422 - \$5,694 - \$5,978 - \$6,277 - \$6,591/per month

Librarian II: \$6,028 - \$6,330 - \$6,646 - \$6,979 - \$7,328/per month

The vacant position may be filled at either level. The City of Livermore offers a competitive salary and an excellent benefits package. This position is represented by the Association of Livermore Employees bargaining group. Benefits information is available online on the Human Resources webpage.

TESTING & SELECTION

Applications and supplemental questionnaires will be reviewed to determine the best qualified candidates to advance in the testing process. The testing process may consist of a written exercise and/or qualifications appraisal board interview tentatively scheduled for the week of February 1, 2021. The results of the examination will be used to establish the employment eligibility list. The eligibility list established from this recruitment may be used to fill current and future Librarian I/II vacancies within the next twelve months.

GENERAL INFORMATION

Work periods and work days are subject to change dependent upon the operational requirements of the City. Appointment to City employment is contingent upon passing a fingerprint criminal background check. At time of hire, you must provide proof of United States citizenship or authorization to work in the United States. The probationary period for this position is 12 months.

AMERICANS WITH DISABILITIES ACT (ADA)

If you are a qualified individual with a disability as defined by the ADA and you need reasonable accommodation to participate in any of the tests, you must notify Human Resources at the time you submit your application.

The City of Livermore is an equal opportunity employer and supports workforce diversity.



Located approximately 50 miles east of San Francisco with a varied population of over 91,000, Livermore is an integral part of the San Francisco Bay Area. The City is powered by its wealth of research, technology, and invention. Livermore's arts, culture, western heritage, and vibrant wine industry provide a unique blend to this special community.

Quality of life is a fundamental part of the Livermore experience. With 45 parks, 22 miles of bicycle trails and paths, Lake Del Valle recreation area, 3 library facilities, 4 championship golf courses, a vibrant Downtown, cultural and civic events year round, this conveys the true meaning of a beautiful Livermore community. Education, arts, entertainment, fine dining, retail, and history abound in Livermore. With the addition of several residential projects, art/live workspaces, and a pedestrian-oriented environment, the City is establishing an active urban living experience in the Valley.

The character, heritage, and smart growth of Livermore make it a special place to live, work, and play.

Join in Making Livermore a Beautiful Place

The City of Livermore is excited to announce the recruitment to fill a Librarian I/II vacancy. If you possess the qualifications as described below and would like to work for an amazing organization, be sure to submit your online employment application at www.cityoflivermore.net/jobs. The deadline is 5 p.m. on Friday, January 15, 2021.

THE POSITION

Librarians provide information services to the public and other duties as assigned. There is currently one vacancy which may be filled at either the Librarian I or Librarian II level.

An individual hired as a Librarian I will initially work under direct supervision. With experience gained, the work becomes progressively more diversified and difficult, requiring independent judgment under general supervision.

An individual hired as a Librarian II will additionally serve in a lead capacity and plan, organize, and implement specialized programs such as youth services, electronic services, or collection development.



Caption: The Frog Prince is perched on a rock in front of the Civic Center Library

- ◆ Demonstrated knowledge and use of informational databases and other digital resources
- ◆ Ability to be flexible and adapt to changing conditions
- ◆ Comfortable working in a rapidly changing fast-paced environment
- ◆ A genuine interest in providing outstanding service to the community
- ◆ Initiative to identify needs, research and recommend enhancements or changes to existing systems and programs based on user input
- ◆ Outstanding communication skills; ensures that staff, management, library users, consultants, and vendors are well informed
- ◆ Effective in establishing goals and objectives
- ◆ Bilingual skills are highly desirable

QUALIFICATIONS

Experience (Librarian I): One year of municipal library experience is desirable.

Experience (Librarian II): Two years of professional level librarian experience equivalent to the Librarian I classification. Public library experience is desirable.

Education (Librarian I): A Master's degree in Library Science or related field from an accredited college or university is required. A Bachelor's degree in a related field and three years of professional librarian experience may substitute for the advanced

degree. Successful completion of a Master's Degree in Library Science or satisfactorily meeting the substitution criteria is required prior to the completion of the probationary period. A Master's degree in Library Science and course work in specific area of work assignment is highly desirable.

Education (Librarian II): Equivalent to a Master's Degree in Library Science, Library and Information Science, or a related field from an accredited college or university.

License: May require the possession of a valid California Driver's License and a satisfactory driving record as determined by the City.

Other Requirements: Willingness and ability to work scheduled and emergency overtime; be available on call, as required; attend evening meetings; and travel out of town and attend meetings, seminars, and conferences during work and non-work hours.

Special Requirements: Essential duties require the mental and/or physical ability to read fine print; converse in person and on the telephone and be clearly understood; operate a computer keyboard; stoop, bend, reach, and stretch; and strength to safely lift and maneuver books, bins, and office equipment weighing up to 40 pounds.

The information contained in this announcement is subject to change and does not constitute either an expressed or implied contract.



THE IDEAL CANDIDATE

The ideal candidate will possess the following knowledge, skills, abilities, and characteristics:

- ◆ High energy, a solid work ethic, and follows through on commitments made

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