

WORKING CONDITIONS/BENEFITS:

Hours—The normal work week for Group A employees is 40 hours; the normal work week for Group C employees is 37.5 hours.

Holidays—11 holidays per year.

Vacation—13 days after one year, 18 days after five years, 23 days after 13 years, and 28 days after 21 years. Probationary employees accrue vacation, but may not take or be paid for it until they have completed 12 months of employment.

Sick Leave—Allowance credited and accrued at the rate of one day a month.

Bereavement Leave—Max of 5 working days with pay per occurrence.

Health Insurance— Various group plans administered by the PERS Health Benefits Division are available to employees and their dependents. The City makes a major contribution; the employee funds the balance.

IRC Sec. 125 Plan—Eligible unreimbursed healthcare and dependent care savings accounts available to all eligible, full-time, regular employees.

Dental Insurance—Coverage including orthodontia for employees and their dependents through Delta Dental Plan. The City makes a major contribution; the employee funds the balance.

Long Term Disability Insurance— Plan provides an income protection of up to 66-2/3% of gross pay during periods of total disability (due to illness or accident) up to a maximum benefit of \$4000 per month. The benefit may be reduced by any benefits received from PERS, Social Security or other insurance sources.

Life Insurance—Term life insurance in the amount of \$25,000 from Standard Life Insurance Company. Supplemental Life Insurance (employee paid) available up to \$300,000.

Retirement— Miscellaneous employees are members of the Public Employees' Retirement System and are covered under the 3% at age 60 formula (Classic Employees) and 2% at age 62 (New Employees) effective 1/01/13 per the California Public Employees' Pension Reform Act of 2013 (PEPRA). Employees are required to contribute 8% of their base salary toward retirement. The City funds the PERS-determined balance. The employee has the option of making the retirement contribution on a pre-tax (tax deferred) basis. (IRC 414h). **Full benefits as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA)**

Retirement Health Savings Plan

PROBATION: Except for promotional appointments (6 month probation), all employees in this classification must successfully complete a one year probationary period.

GENERAL INFORMATION

The City of Daly City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The City Manager's Office, 333-90th Street, Daly City, has been designated to coordinate compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

PHYSICAL REQUIREMENTS: Applicants must be free from conditions which could preclude satisfactory performance of the essential functions of the job. Subsequent to a job offer, candidates may receive a pre-employment medical before appointment is approved. Individuals applying for positions

requiring arduous physical labor will be required to pass an orthopedic evaluation/ back x-ray.

FILING APPLICATIONS: File your completed application with the Human Resources Department by the Final Filing Date (8:00 am to 5:00 pm, Monday through Friday, except holidays). Mailed applications must be POSTMARKED no later than the Final Filing Date. Applications postmarked after the Final Filing Date or personally delivered or received via interoffice mail after 5:00 pm on the Final Filing Date will not be accepted for any reason. A separate application must be filed for each examination and must contain a *complete* record of education, experience, and other information requested with emphasis given to any training or experience which fulfills the minimum requirements and is particularly related to the classification concerned.

TESTING: If your application shows that you meet the established minimum requirements, you will be notified of the date, time and location of the examination(s). Written examination items are generally multiple choice and response are marked with a pencil on Scantron answer sheets. Oral examinations are conducted by a panel who interview candidates and evaluate their verbal responses to direct questions. An Employment List will be established on the basis of written, oral, and for some positions, performance examinations. Performance examinations are scored on a pass/fail basis; passing scores on the written and oral examinations are averaged to compute a Final Score. Modified Assessment Procedures may be conducted in addition to or in lieu of written/oral examinations. Successful candidates will be placed on the Employment List in rank order of Final Score without showing scores.

VETERAN'S PREFERENCE: Veteran's Preference will be allowed only on certain entry level examinations if the candidate passes both the written and oral portions, and only if the supporting documents are submitted prior to the oral examination. You may claim Veteran's Preference by submitting evidence of Honorable Discharge, that is, a DD214 or the equivalent.

SPECIAL TESTING NEEDS: **If you have a disability for which you need reasonable accommodation to take any of the tests, you must notify the Human Resources Department by the Final Filing Date. Verification of your need may be required.**

APPOINTMENT: As vacancies occur, a specified number of candidates will be certified in accordance with the Multiple Factor Certification procedure as set forth in *The Rules and Regulations of the Classified Service*. The names of certified candidates, interested in being considered for a vacancy, will be referred to the department in which the vacant position exists. The appointing authority makes the appointment. Generally, Employments Lists expire after two years from promulgation. An oath of allegiance to the United States and to the State of California must be taken before initial appointment to any position in the Classified Service.

SALARY: Appointment is normally made at the first step of the salary range shown in the Recruitment Bulletin. Thereafter, employees are eligible for merit increases upon completion of each year of satisfactory service, until the maximum step of the salary range is reached.

This job bulletin, including its summary of salary and fringe benefits information, is NOT to be construed as a legal document or contract. cs 04/15

HUMAN RESOURCES DEPARTMENT
CITY OF DALY CITY
295-89th Street, Suite 105
Daly City, CA 94015

An Equal Opportunity Employer
Minorities/Women/Disabled

Office: (650) 991-8028
Hearing Impaired: (650) 991-8278
(Office hours: 8:30 am-5:00 pm, Monday-Friday, except holidays)

THE CITY OF DALY CITY



INVITES APPLICATIONS FOR LIBRARIAN II

(Civil Service, 40 hours/week)

Salary:
\$2790-2929-3076-3229-3391 biweekly
\$6045-6346-6664-6996-7347 monthly

3% COLA Effective December 2018

Full benefits as provided by the California
Public Employees' Pension Reform Act of
2013 (PEPRA)

FINAL FILING DATE:
Monday, December 10, 2018

Oral Exam:
TBA

Prequalification & Supplemental
questionnaires required with application.

Résumés are not accepted in lieu of a
City of Daly City application.

To apply online, visit
www.calopps.org

INFORMATION

DEFINITION

Under direction, to perform professional public library work such as branch library services or technical services, and to do related work as required.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, reference and readers advisory service to all age levels; book selection and collection development, cataloging, staff training, supervision and evaluation; assist in the development and implementation of special library programs and services; assist in preparing program budgets; prepare library activity reports and statistics. Work in this classification is distinguished from Librarian I by the greater complexity of the assignments and the greater degree of independence with which the incumbent is expected to operate.

MINIMUM QUALIFICATIONS

Knowledge of: Principles and practices of professional library work, organization, services and materials; supervision and management techniques; electronic technology and its use in libraries; policies, procedures, and functions of the library as a public service department and as a department of municipal government.

Ability to: Communicate effectively in both written and oral communications; perform professional and technical library tasks; perform physical tasks that require bending,

stooping, reaching and lifting; supervise and train subordinates; effectively represent the library and the City at meetings and workshops. Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: One year of professional public library experience.

Education: Graduation from college or university or equivalent, with a Bachelor's Degree, and a Master's Degree in Librarianship.

City of Daly City Prequalification Questionnaire for Librarian II

To further assist in evaluating your qualifications, please complete the following prequalification questionnaire. The questionnaire will be used to help identify those candidates who meet the minimum requirements of the current vacancy. Failure to complete and return this questionnaire with the City Application will disqualify you for further participation in this recruitment.

1) Do you possess one (1) year of professional public library experience?

Yes
No

2) Have you graduated from college or university or equivalent with a Bachelor's Degree AND a Master's Degree in Librarianship?

Yes
No

Signature:

Date:

Supplemental Questions

Please respond to the following questions and attach to your application:

- The current opening is for a branch manager. Describe the experience and/or training you have supervising library operations.
- Please describe how you would approach providing quality library services to children, teens, and adults in a location where you are the only librarian.

Submit your application, prequalification & supplemental questionnaires to:

Human Resources Department,
295 – 89th Street, Suite 105,
Daly City, CA 94015
OR apply online at:
www.calopps.org