

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 for Classic Members and 2% at age 62 for New Members effective 1/01/13. **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.

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, Employment Lists expire after two years from promulgation. New employees are subject to 1) fingerprinting, 2) drug testing (safety sensitive positions), 3) pre-employment medical including orthopedic examination/back xray (physically demanding positions) and are required to furnish proof of age, education, and proof of authorization to work in the US upon appointment. 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.
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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 LIBRARY ASSISTANT I/II

(Civil Service, 40 hours/week)

Salary:

\$1834-1926-2022-2123-2230 biweekly
\$3973-4173-4381-4599-4831 monthly

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

FINAL FILING DATE:

June 6, 2019 or Upon receipt of the first 100 applications- whichever occurs first

Written Exam:
Tuesday, July 2, 2019

Oral Exam:
TBA

Prequalification & Supplemental Questionnaires required with applications. Incomplete applications will not be accepted.

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

To apply online, visit
www.calopps.org

INFORMATION

DEFINITION

Library Assistant I: Under direct supervision, performs technical and clerical library work related to the variety of activities associated with the acquisition, processing and circulation of library materials and assistance to patrons in the use of materials, services and library computers. This class is distinguished from the Library Assistant II by performance of the more routine tasks and duties assigned to positions within the Library Assistant series.

Library Assistant II: Under general supervision, performs a wide variety of technical and clerical library work related to such activities as the acquisition, processing, cataloging, and circulation of library materials and assistance to patrons in the use of materials, services and computers. This is a full journey level position within the Library Assistant series and is distinguished from the Library Assistant I by the performance of the full range of duties with only occasional instruction or assistance. Employees in this class may be assigned to work without direct supervision in a small branch and may be directed to provide technical and clerical supervision over less experienced staff.

Under the flexible staffing concept, Library Assistant II positions that become vacant may reasonably be filled at the Library Assistant I level for training purposes.

EXAMPLE OF DUTIES

Library Assistant I's work with an automated system to order, check out and receive materials, register patrons, and collect fees and fines; process and repair books and other library materials; assist in the maintenance of manual and automated files; answer routine inquiries; assist patrons in using library computers and in locating print and non-print materials; perform routine clerical tasks such as typing, filing, and answering the telephone; assist with programming, displays, and special projects; may retrieve and shelve materials; and perform other related duties as required.

Library Assistant II's may perform Library Assistant I duties but will also participate in the creation and maintenance of manual and automated files; assist in the preparation and processing of orders for library materials; catalog materials; compile data and prepare summary activity reports; answer basic reference questions, referring higher level or more complicated questions to appropriate staff; locate books and other materials using indexes and catalogs; assist in formulating and enforcing local library policies and procedures; troubleshoot and correct computer problems; may assign routine tasks and provide instruction to aides and pages; and perform other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of: Library materials, services, and terminology; modern office procedures and methods including filing and use of personal computers; customer service skills; and basic business arithmetic at the Library Assistant I level. Library organization and familiarity with computer applications and automated library systems at the Library Assistant II level.

Ability to: Library Assistant I level: Learn basic library conventions, practices, and methods including the Dewey Decimal System and automated library systems; interact with and relate effectively to a variety of people of different ages, socioeconomic status, and ethnic background; maintain an appropriate public service demeanor and positive customer service interactions; communicate clearly both orally and in writing; make sound judgments and decisions within established guidelines; perform assigned tasks with speed and accuracy; understand and carry out both oral and written instructions; work with numbers and alphabet and count cash accurately; keyboard at a speed necessary for successful job performance; learn to operate and troubleshoot library equipment including computers, copy machines, microform readers, typewriters and printers; 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.

Additionally, at the Library Assistant II level; Work with complex library conventions, practices and methods including the Dewey Decimal System and automated bibliographic and circulation systems; perform a variety of library technical and clerical work with speed and accuracy under a minimum of supervision; operate and troubleshoot library equipment including computers, copy machines, microform readers, typewriters and printers; learn a variety of computer software applications and attend work and perform duties on a regular and consistent basis.

Physical capability to: perform such physical tasks as lifting and moving library materials, stooping, reaching, and walking up and down stairs.

Experience:

- **Library Assistant I: Equivalent of one year of full-time employment performing general clerical or related work, desirably in a public library or other organization requiring considerable public contact. College training may be substituted for the required work experience on the basis of 25 college semester units being equivalent to six months of experience.**
- Library Assistant II: Two years of employment, using automated, on-line library systems, at the Library Assistant I level or equivalent, desirably in a public

library. Part time experience may be qualifying and will be prorated to full time equivalent.

Education:

- **Library Assistant I: High school graduation or the equivalent. Clerical or specialized college level courses in library science, computing, or business desirable.**
- Library Assistant II: High school graduation or equivalent and possession of an AA degree or completion of the equivalent of two years (50 semester units) of college level courses. Library experience may be substituted for the required education on a year-for-year basis.

License:

Library Assistant II: Possession of a valid, Class C California Driver's license.

FILING INSTRUCTIONS: City of Daly City Prequalification Questionnaire for Library Assistant I/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 a High School diploma, or equivalent?

Yes

No

2) Do you have one year of full-time employment performing general clerical or related work?

Yes

No

Signature

Date

Supplemental Questions

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

- Please tell us about your experience working with children and/or teens.
- What experience/skills do you have working with computers and other technology?

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