OUR VISION FOR THE ORGANIZATION

We believe in an organization that:

- Provides excellent customer service at all levels.
- Has a management team that leads by example, where strength of character, dedication, problem-solving and integrity count.
- Endorses continuous learning to assure employees have the skills to provide effective services and the training and education to prepare for career advancement opportunities.
- Fosters open and honest communication among all employees, across all departments and with the public.
- Is driven by clear objectives where strong performance is rewarded.
- Operates as one cohesive organization, not isolated departments, fostering collaborative interdepartmental partnerships with all employees for organizational and community problem-solving.
- Values all members of the organization and the community.

SELECTION PROCESS

Due to an anticipated large response, only the first 100 applications received will be considered for the next phase. Additional applications may be processed as necessary. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

The qualifications of each applicant, as set forth in the employment application, will be reviewed. The most qualified candidates will be invited to participate in an oral examination process, which may include certain practical and written exercises intended to assess the candidate’s ability to perform certain duties of the position.

TO BE CONSIDERED

If you are interested in this outstanding career opportunity, please consider submitting your application through our online application process at www.cityofpleasantonca.gov. Applications are also available at the Human Resources Department, City of Pleasanton, 123 Main Street, P.O. Box 520, Pleasanton, CA 94566. Incomplete applications will not be accepted. Deadline for submission of applications is 5:00 p.m. on Friday, November 14, 2014. Postmarks will not be accepted.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require an alternate means of communications, please contact Human Resources.

Announces

EMPLOYMENT OPPORTUNITY FOR
Librarian Technical Services

Full-Time Position
$5,697 - $6,925 per month

Filing Deadline
5:00 p.m., November 14, 2014

Please apply online at:
www.cityofpleasantonca.gov
THE COMMUNITY

One of Northern California’s premier residential and business communities, Pleasanton is well regarded as an attractive and friendly city with a strong heritage, active and involved residents, a wide variety of services, well planned business areas, a historic downtown and well-cared for homes in family oriented neighborhoods.

THE DEPARTMENT

The City of Pleasanton takes pride in the Pleasanton Public Library. The Library’s mission is to provide books, information and services that promote lifelong learning and a love of reading. The Library has a strong partnerships with the community, including the school district, non-profit organizations and cultural community groups.

THE POSITION

Under general direction, this position performs a variety of routine entry-level professional duties in Technical Services. Although we are currently filling the Technical Services position, the person in this class may be assigned to any phase of library operations and may, on occasion, be rotated.

Typical duties include:

- Perform cataloging and classification of materials using MARC and DDC 23 in accordance with AACR2 and RDA.
- Update and maintain the Library’s website and other online services.
- Perform acquisition related duties using automated ordering software.
- Select, manage and maintain Integrated Library System (ILS) and other databases.
- Work on projects and programs in a team environment.
- Perform related duties as assigned.

THE IDEAL CANDIDATE

The City is seeking a Technical Services Librarian with knowledge of current cataloging and classification tools and standards for books and non-book materials and automated technologies used for library cataloging tasks.

The ideal candidate will possess education/experience equivalent to Bachelor’s degree in Library Science or a closely related field from an accredited college or university. A Master’s degree in Library Science and three [3] years copy cataloging experience are highly desirable.

The Technical Services Librarian understands general principles and practices of professional library work, modern library organizations, services and equipment and will possess the skill to assist in the development and implementation of library services.

In addition to supporting the intellectual freedom and rights of all library patrons, the ideal candidate will have excellent communication skills and be comfortable with large groups of people. Strong customer service skills and the ability to establish and maintain effective work relationships with those contacted in the course of work are essential.

The Technical Services Librarian will have a willingness and ability to work rotating and/or irregular shifts, including nights and weekends as well as be able to work under deadlines and with frequent interruptions.

COMPENSATION & BENEFITS

$5,697 - $6,925 per month
Choice of One of Three Comprehensive Health Plans
Dental Plan
Life Insurance Coverage of $35,000
11 Paid Holidays
4 Floating Holidays
Paid Sick Leave
Long Term Disability Plan
Annual Vacation Beginning with 10 Days
PERS Retirement Plan