Librarian I/II  
City of Mountain View, South Bay

Close Date: Continuous  
Salary: $3,730.85 - $4,845.18 Monthly

“The Mountain View Library is just the right size – big enough that there’s plenty of support for innovative ideas, and small enough that each employee is a unique and important part of the bigger picture.” – Emily Weak, Librarian I

Why Consider The City of Mountain View?

It’s simple. We are a dedicated team of professionals committed to providing excellent service to the community we serve, and we want you to join us! When you become part of the City of Mountain View family, you will find this is not just a J-O-B, it is a way of life for those who seek a mission-oriented culture. The Library is “the information center for our diverse community, providing a dynamic place to share resources and ideas, to find joy in reading, and to experience the power of lifelong learning.” In surveys, residents consistently rank us as their second favorite department in the city. We hope our new librarian will give us the edge to take down those firefighters and finally be #1!

About This Role

This is a 30 hour, ¾ time, position in the Adult and Virtual Services Section. We can fill with either a Librarian I or Librarian II. We need an energetic and highly motivated individual who possesses amazing customer services skills as well as great technical and interpersonal skills.

What You Bring:

Librarian I
A master’s degree from an ALA accredited college or university in Library Science is highly desirable

No professional library experience is necessary; however extensive paraprofessional experience is desired

Possession of a valid California Class C driver’s license

A DMV printout may be requested

Librarian II
A master’s degree from an ALA accredited college or university in Library Science is highly desirable

Two years of increasingly responsible professional experience performing duties similar to a Librarian I in the City of Mountain View

Possession of a valid California Class C driver’s license

A DMV printout may be requested

Who You Are

• You work well in a fast-paced, team-oriented environment.
• You have excellent customer service skills. You are very patient. You enjoy helping people from all walks of life, and are happy to answer the same question over and over (and over and over) again.
• You are adaptable, flexible and deal well with ambiguity and paradox.
• You have a good understanding of technology and jump right in to new things. You are able to model and impart digital joy and “e-fearlessness” when working with patrons and other staff members, especially when it comes to social media, eBooks, and library databases.
• You don’t mind being in charge when your manager is not around.
• You love to connect people to information through books, movies, music, the Internet, and programs.
• You’re able to work in partnership with patrons to make sure their needs are met. You know exactly how to help someone find something great to read, even when that person may have no idea what they like.
• You have a flair for display and an eye for design. You’re interested in helping to make the library a more interactive place, both in passive and traditional programming.
• You are an enthusiastic planner, with the chops to pull things off in a variety of circumstances.
• You are happy to participate in professional activities that will help you stay involved and evolving within librarianship.
• You weed unapologetically. You order responsibly. You can balance longevity and popularity in order to create a collection of library materials that really sings.

What You’ll Do

• Spend approximately half your time working on the reference desk or in programming
• Cover at least one evening shift, and take part in the regular weekend rotation (currently every third Saturday and every eighth Sunday)
• Order and weed specific sections of the physical collection
• Use your creative skills to develop flyers and marketing campaigns for programs and services
• Make recommendations for the electronic collection
• Edit the website
• Duties might include the following: act as liaison for outside organizations, manage the seed library, run the Mountain View History Center, write grants, do outreach, partner with other City departments
• May supervise other staff members and/or volunteers, serve on committees

What We Offer

• Comprehensive benefits package including generous paid leave and health
• CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members). Employees contribute 11.5% to CalPERS with no Social Security deduction
• $300 professional development funds which can be used for equipment, certifications & training!
• $2,000 in tuition reimbursement
• Employee appreciation days and activities

Are You Ready? Apply

Submit your application and resume online at www.calopps.org or the Human Resources Division, City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. This recruitment will end either on, Friday December 10, 2014, at 5:00 p.m. or after 100 applications have been received. Apply early!