

# LIBRARY AIDE

## Hourly/Casual

### \$12.79/hr (10-15 hrs/week)

To apply for this position, candidates must apply directly through [www.calopps.org](http://www.calopps.org).

Applications will be accepted for this position until the position is filled. The selection process may include a written exam and interview and can begin as soon as vacancies occur. Please note that applicants will be contacted to participate in the selection process on a first come, first serve basis. Please do not contact the Human Resources Department about the status of your application unless it has been more than 3 months.

Supplemental Questionnaire responses required with applications. Incomplete applications will not be accepted.

This hourly position is not in Civil Service and does not receive benefits.

#### THE POSITION

Library Aides provide customer service to library visitors. Duties include checking items in and out at the Checkout Desk, opening new library accounts, collecting fines and fees, shelving materials, and assisting library visitors in finding materials and using the computers. Other tasks may include processing materials, providing storytimes for children, and assisting with other public programs for children, teens, and adults. This is an ideal job for someone who is friendly, computer savvy, enjoys working with the public, putting things in order, and is detail-oriented. Bilingual skills are desirable.

#### Library Locations and Hours

**Serramonte Main Library:** 40 Wembley Drive, Daly City, CA 94015

Mon, Tue: 10 am - 8 pm

Wed, Thu, Fri: 10 am - 6 pm

**John Daly Library:** 134 Hillside Boulevard, Daly City, CA 94014

Mon: 10 am - 6 pm

Wed: 12 pm - 8 pm

Fri: 12 pm - 6 pm

**Westlake Library:** 275 Southgate Avenue, Daly City, CA 94015

Mon, Wed, Thu: 10 am - 6 pm

Tue: 12 pm - 8 pm

Fri: 12 pm - 6 pm

Sat: 10 am - 5 pm

**Bayshore Library:** 460 Martin Street, Daly City, CA 94014

Tue, Thu: 10 am - 6 pm

#### DEFINITION

Under supervision, to do library clerical, technical and customer service work, and related assignments as required.

#### EXAMPLES OF DUTIES

Check materials in and out, sort materials, open new library accounts, explain library policies and resolve disputes, collect fines and fees, assist library patrons with self-checkout and public-use computers, printers, photocopiers, and scanners, answer routine information questions, complete opening and closing procedures, and perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

**Knowledge of:** Modern office and record-keeping procedures; use of office equipment and technology; numerical and alphabetical filing; basic mathematical principles.

#### **Ability to:**

Provide excellent customer service; apply and explain library policies; communicate clearly, both orally and in writing; perform basic troubleshooting and assist patrons with computer use; adapt to changing technology and working conditions; learn the Dewey Decimal Classification System and library procedures; interact positively and cooperate with co-workers; function under demanding time pressure; respond in a positive manner to supervision; and attend work and perform duties on a regular and consistent basis.

Bilingual ability (Spanish, Mandarin, Cantonese, or Tagalog) is highly desirable.

Must be physically able to stand for extended periods, walk, bend, kneel, push wheeled carts, lift, reach overhead, go up and down stairs, and use a step stool.

Availability for evening and Saturday shifts may be required.

**Education:** Graduation from high school or equivalent

**Experience:** None

#### SUPPLEMENTAL QUESTIONNAIRE

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

1. What days of the week/times of the day are you available to work?
2. There are four locations of the Daly City Public Library; which location(s) can you get to?