Employment Opportunity

City of St. Helena, California

Library Clerk—Bilingual (Spanish)
Casual Worker IV Classification

Part-Time, Permanent
Salary Range: $22.91 - $24.05 hourly

ABOUT THE CITY

The City of St. Helena is located in the center of the premier Napa Valley wine-making region of California approximately 60 miles north of the San Francisco Bay Area. The City has a population of approximately 6,000 and is a full service city with its own Police Department, Public Library, Building Department, Water and Sewer Departments and Part-Time Fire Department.

Application Deadline:
June 15, 2018 at 5:00 pm.
The City of St. Helena has an exciting opportunity to fill a part-time position in the Library. This is a great opportunity to become part of a team of dedicated individuals that take pride in serving the local community.

**Distinguishing Characteristics:** The Library Clerk – Bilingual (Spanish) is a part time permanent position with the St. Helena Public Library. Under direction of the Adult Services Supervisor, this person will work such duties as checking books in/out, answering telephones, preparing library cards, collecting fees and fines, and providing reference and readers advisory services; as well as performing various functions related to the acquiring of library materials. This person will understand and promote the variety of library services available. Performs other related duties as required. Hours may vary from 10-16 hours per week and are set at the time of appointment; may include day, night, and/or weekend hours.

**Duties and Responsibilities:**
- Check books in and out; issues library cards.
- Answer telephones and provides information.
- Assist patrons and explains the use of computers as well as other related equipment and software available for general use.
- Perform opening and/or closing procedures as directed.
- Provide public with information on library policies and procedures. Assist patrons in use of library facilities, resources, and collections.
- Assist in the selection and maintenance of Spanish language materials at the library.
- Assist in helping to provide programs for Spanish speakers.

**Ability to:**
- Work in harmony with others and provide assistance to staff and the public, particularly those who only speak Spanish.
- Translate library program and services materials from English to Spanish, when appropriate.
- Ability to work effectively in peak periods.
- Ability to perform tasks quickly and accurately.
- Ability to perform repetitive tasks and follow instructions.
- Ability to communicate effectively in English and Spanish and to accurately follow both written and verbal English direction.
- Good attendance and punctuality required.
- Position requires prolonged sitting, walking, kneeling, squatting and stooping in the performance of daily activities.
- Ability to lift, drag and push tools and equipment up to 25 pounds is also required.

**Education and/or Experience:**
Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Library Clerk – Bilingual (Spanish). An Associates Degree is required. Consideration will be given to candidates with lesser educational qualifications who have significant related experience. Experience working in a library setting preferred.

**License/Certificate:**
Possession of, or the ability to obtain, a valid class C California driver’s license.
Application and Selection Procedure:
To apply for this position please submit the following documents and forms on CalOpps by June 15, 2018, 5:00 PM:

♦ Cover Letter
♦ Detailed resume
♦ City application form
♦ Supplemental Questionnaire

All resumes will be reviewed to select those applicants whose training and experience most closely match the requirements of this position. A limited number of qualified applicants possessing the most desirable qualifications may be invited to participate in the subsequent phase of the evaluation process which may include interviews, written exercises, or simulated work problems. Note: Meeting the minimum qualifications does not guarantee advancement in the selection process.

There is a no smoking policy in effect within the City offices and vehicles. St. Helena is an equal opportunity employer. The City of St. Helena will require documentation of the legal right to work in the United States as required by the Immigration Reform and Control Act upon hire.