



Accepting Applications for LIBRARIAN I/ YOUTH SERVICES

SALARY: Effective Monthly Salary Range: \$4,631 - \$5,624

Plus excellent benefits package: Retirement-CalPERS-2.5% @55; paid medical, dental, vision and more.

FINAL FILING DATE: Open Until Filled (**Application screening process may begin as early as September 17, 2010 if sufficient applications from qualified applicants are received by that time).**

THE POSITION: The Librarian I reports to the Supervising Librarian and is a member of the Library and Community Services staff team. The library is reorganizing librarian work responsibilities, so the specific duties of this position will be determined by the strength and experience of the candidate in one or more of following areas: youth programming, collection development, reference and information services, reader's advisory, community outreach and partnerships, early childhood education, and grant writing. The ability to deliver extraordinary customer service to library users from diverse cultures and in all age groups is essential. The current opening is in the Youth Services department. The successful candidate will demonstrate an ability to provide story times and other programming for youth and families. This position requires working flexible hours including some evenings and weekends. **A list of eligible candidates will be created for current and future vacancies, which may be used to fill positions in Adult Services or Youth Services.**

The Hayward Public Library values, as a great resource, the culturally diverse community it serves. Quality customer service is a priority focus in delivering all library services. This position involves a high level of public contact. The ability to speak a second language is highly preferred for this position.

REQUIREMENTS:

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- (a) Graduation from college with a Master Degree in Library Science or equivalent,

OR

- (b) Graduation from college with a Bachelors degree and two years of professional or paraprofessional library experience. Paraprofessional library experience is defined as children's and/or adult reference work performed under the supervision or direction of a professional librarian.

SELECTION PROCEDURE: All candidates must submit a completed City of Hayward Employment Application listing relevant qualifications and attach a Supplemental Questionnaire addressing the questions listed below. Application packets without a completed Supplemental Questionnaire will be considered ineligible. Completed application packets will be screened by a qualifications appraisal panel and candidates considered best qualified will move forward in the examination process. Candidate's background and qualifications will be further evaluated by a competitive examination process that may include an oral interview which will result in ranking on an eligible register to be submitted to the department for hiring consideration.

SUPPLEMENTAL QUESTIONNAIRE: (Please limit responses to no more than 1 page for each question)

1. Tell us why you want to be a Librarian for the Hayward Public Library. What skills you would bring to this position?
2. In your opinion, what are the three most important current trends in Library services? Tell us how your experience and skills could be applied to implement these trends at the Hayward Public Library.
3. Describe an experience where you had to make a presentation to a group. Describe how you prepared, your audience, and goals. How will this experience help you at the Hayward Public Library?

APPLICATIONS: To obtain a City of Hayward employment application:

- 1) File online at: www.hayward-ca.gov or www.CalOpps.org. or
- 2) Visit the Human Resources Department at Hayward City Hall located at 777 B Street, Hayward, CA 94541-5007, or call for an application to be mailed (510) 583-4500. Office hours are Monday through Friday, 8 a.m. to 5 p.m.

BENEFITS:

- 10 days paid vacation each year; 15 days after 5 years of service; and 20 days after 10 years of service; and 25 days after 20 years.
- 12 days sick leave per year.
- 14 annual paid holidays for miscellaneous employees.
- Choice of health plans with premiums for employees and eligible dependents paid by the City (PERS health plans).
- Dental and Vision Plan (premiums for employee and eligible dependents paid by City).
- Life and Disability Insurance coverage for miscellaneous employees.
- Public Employees' Retirement System. Miscellaneous employees pay 1% of base salary towards PERS on a pre-tax basis.
- Retirement formula is calculated at 2.5% @ 55 for miscellaneous employees.
- Benefits pro-rated for part-time employees.
- Visit our website for complete benefit summary.

NOTE: City positions are represented by various bargaining units. MOU's are available on the City of Hayward's Website.

The City of Hayward is an Equal Opportunity Employer