



The Position

The Town of San Anselmo is seeking a Library Assistant for the historic San Anselmo Public Library, a small but dynamic public library that serves a town of 12,600 in beautiful Marin County.

The Library Assistant will perform a wide variety of detailed clerical and paraprofessional library work related to the circulation of materials, will assist the public in the use of the library, and will assist other library staff in the completion of various tasks as assigned.

Supervision received and exercised: Receives general supervision from a Senior Library Assistant or other library management staff. May exercise technical or functional direction over clerical staff and volunteers.

Qualifications

Knowledge of:

- Fundamental purposes, typical content and routine practices of modern public libraries.
- Modern office methods, practices, procedures and computer equipment.
- Alphabetical, numerical and topical filing systems.
- High standards for effective customer service in person, by phone and other means such as email.
- Record keeping procedures, including filing, indexing and cross-referencing methods.

- Basic mathematical calculations.

Ability to:

- Performs responsible clerical and paraprofessional library work with speed and accuracy, including mathematical computations.
- Completes or supervises completion of a variety of complex clerical duties including maintaining detailed records, paying bills, corresponding with vendors, book and media receiving and processing, verifying accuracy of information, researching discrepancies, and recording information
- Follows oral and written instructions.
- Deals tactfully and effectively with a wide variety of library users.
- Intermittently reviews materials related to library operation; observe, identify and problem-solve routine operational and procedural matters; understand, interpret and explain library policies and procedures to the public, volunteers and other Town personnel.
- On a continuous basis, sits at a desk and/or stands at counter for long periods of time. Intermittently bends, twists, kneels or squats while shelving books, opening boxes, or moving equipment; twists and reaches office equipment; writes and uses keyboard to communicate and enters/retrieves data; runs errands; lifts or carries weight of up to 50 pounds. Pushes loaded book carts.
- Obtains information through questioning; work firmly and courteously with the public; and work effectively with interruption.
- Performs technical services, including mending, repairing, processing, and re-packaging materials.
- Works shifts, including weekends, evenings holidays as assigned.
- Uses standard office equipment including computers, calculators, telephones, photocopiers, library-related equipment, etc.
- Participates in meetings, committees, or projects intended to enhance services or promote consistent policies and procedures across the department.
- Analyzes situations quickly and objectively and determine proper course of action within scope of responsibility.
- Communicates clearly and concisely, in English, both orally and in writing.

- Establishes and maintains effective working relationships with those contacted in the course of work.
- Exercises functional and technical supervision over assigned library clerical, part-time, and volunteers as assigned.
- Performs other duties as assigned.

Experience and Training:

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

Experience:

One year of responsible clerical experience involving public contact. Experience in a library setting is highly desirable.

Training:

Equivalent to the completion of the twelfth grade. College level courses in library technology (or equivalent course work at the college level) desirable.

License or Certificate:

May need to possess a valid California driver's license as required by the position.

SPECIAL REQUIREMENTS:

Essential duties require the following physical skills and work environment:

Intermittently sit at a desk and/or stand at a counter for long periods of time. Intermittently bend, twist, kneel, crawl or squat while shelving books, opening boxes or moving furniture or equipment; twist and reach office equipment; write and use keyboards to communicate and enter/retrieve data; lift or carry weight of up to 50 pounds. Ability to work indoors and outdoors as required in all kinds of weather.

Compensation and Benefits

Monthly salary for this 37.5 hour per week position is \$3,948 to \$4,798. A 3% increase is scheduled for July 1, 2020. A comprehensive benefits package is offered, including PERS retirement; generous coverage for health, vision, dental; life and LTD insurance; and paid sick, vacation, and holiday leave. Cashback pay of up to \$365 per month is provided if insurance coverage is waived. This position is part of the SEIU bargaining unit.

About the San Anselmo Area

San Anselmo (population 12,600) is in the heart of the Ross Valley in Marin County, approximately 10 miles north of the Golden Gate Bridge. San Anselmo has a close-knit and active community environment. The Town is well-known for its proximity to open space for hiking and mountain biking. Fishing is year-round and trails, forested mountains, and extensive coastlines beckon to serious hikers and casual walkers alike. San Francisco is within easy driving distance, as are the Napa and Sonoma wine countries.

How to Apply

APPLICATION DEADLINE: Open until filled -- Candidates applying by Tuesday, January 7, 2020 at 3 p.m. will receive first consideration.

Please submit a **letter of interest**, completed Town **application** and your **resume** to:

Town of San Anselmo
Human Resources Department
525 San Anselmo Avenue
San Anselmo, CA 94960
Fax: 415-459-2477

Or email to hr@townofsananselmo.org

Application packets are available:

online at <https://www.townofsananselmo.org/128/Human-Resources>
by phone at 415-257-4118.

The Town of San Anselmo supports work place diversity and is an equal opportunity employer