



**MISSION  
VIEJO**

## CITY OF MISSION VIEJO

Invites Applications For  
**LIBRARY SPECIALIST**

\$15.21 - \$23.27 per hour

**APPLY BY: 3:00 P.M., MONDAY, MARCH 6, 2017**

The City of Mission Viejo is accepting applications from qualified applicants for the position of Library Specialist.

Currently one (1) vacancy to work a flexible schedule from Monday to Friday, as needed at the Mission Viejo Library. Library Specialists are considered Hourly, Seasonal, and/or Temporary employees, and are not part of the competitive service. Incumbents will work a flexible schedule, with an average of 10 to 19 hours per week, with increased scheduling during peak workload periods, but less than 1,000 hours during assignments through the fiscal year starting July 1<sup>st</sup> and ending June 30<sup>th</sup>.

The City of Mission Viejo Library is open to the public Monday through Thursday, 10:00 a.m. to 9:00 p.m.; Friday, 1:00 p.m. to 5:00 p.m.; Saturday, 10:00 a.m. to 5:00 p.m.; and Sunday, 1:00 p.m. to 5:00 p.m. The individual selected must be able to work a flexible schedule that may include, but is not limited to, evenings, weekends, and holidays. The schedule may vary on the needs of the City. The eligibility list established for this position may be used to fill future full-time, part-time or temporary Library Specialist vacancies.

### **KEY RESPONSIBILITIES INCLUDE**

#### **When Assigned to the Support Services Function:**

- Use bibliographic utilities to search for and import catalog records that match item in hand;
- Perform copy cataloging of various material types, especially print and audio-visual;
- Assist in collection maintenance by searching for information concerning additions, replacements, and withdrawals;
- Place orders for materials, receives shipments, confirm orders and receipts against packing slips; assist in maintaining records of fund encumbrances and expenditures;
- Perform other inventory maintenance tasks as needed;
- Train and assist volunteers by clarifying cataloging and processing tasks as necessary;
- Assist in receiving new library materials; and
- Perform other duties as assigned.

*Applicants are encouraged to review the entire Library Specialist job description by visiting the City's website at <http://cityofmissionviejo.org>.*

### **IDEAL CANDIDATE**

- Has excellent customer service skills and works well with the public;
- Is attentive to detail and works accurately and efficiently with minimal supervision;
- Prioritizes work and manages time and resources effectively;
- Has working knowledge of computer applications such Word, Excel, Outlook, SirsiDynix Symphony or other ILS software with the ability to learn new programs; and
- Has good oral and written communication skills.

### **QUALIFICATIONS**

Equivalent to the completion of twelfth (12th) grade supplemented with college coursework in Library Technology, Social Science, Humanities, Liberal Arts, Business, Graphics or a related field, and three (3) years of clerical library experience.

### **LICENSE**

May be required to possess and maintain a valid California class C driver's license and have a satisfactory driving record.



## **SPECIAL REQUIREMENTS**

Pursuant to California Public Resources Code 5164, all applicants for position involving supervisory or disciplinary authority over any minor must complete and submit a CPR Code 5164 Questionnaire.

## **APPLICATION PROCEDURE**

Applicants are required to apply on-line directly by visiting the City's website at <http://cityofmissionviejo.org>. Applications, any accompanying materials, must be filled out completely and must show that the minimum qualifications are met. **Resumes and cover letters will not be accepted in lieu of a completed City application for review of minimum qualifications.** Complete one application per position. Completed on-line applications must be received no later than 3:00 p.m. on the filing deadline.

If you have problems creating a user account or submitting your on-line application, please contact NEOGOV directly at 855.524.5627.

## **SELECTION PROCEDURE**

Applicants must be specific and complete in describing their qualifications for this position. Based upon the information presented on the application materials, those applicants who are determined to possess the most suitable qualifications will be requested to continue in the recruitment process. Not all applicants will proceed to the Written and/or Oral Interview Examination. Failure to state all pertinent qualifications may lead to elimination from the recruitment process. All applicants will be notified, by mail, of the results of the selection process.

## **EXAMINATION PROCEDURE**

Only those candidates possessing the MOST DESIRABLE qualifications and best meets the needs of the City will be invited to participate in the examination process. The examination process may consist of any or all of the following components: written examination, skills assessment evaluation, and oral interview. Eligible candidates will be notified when testing dates have been established.

## **ELIGIBILITY LIST**

This contains the names of the candidates that successfully complete the oral interview examinations (see Examination Procedure). Unless exhausted sooner, eligibility lists remain active for a period of six (6) months. The eligibility list established for this recruitment may be used to fill future full-time, part-time and/or seasonal vacancies for these job classifications.

## **VETERANS PREFERENCE SYSTEM**

Veterans of the armed forces, who have received Honorable Discharges from active duty, shall receive an additional five (5%) percent added to each written, skills inventory and/or oral interview examination test score that they pass. This preference will apply only to the first appointment to any regular City appointment. A copy of your valid DD214 must be submitted on or before the final filing date in order to be eligible for Veterans Preference System.

## **ACCOMMODATION FOR DISABILITY**

Individuals with disabilities who require accommodation in the application, testing and/or interviewing process, must provide the Human Resources Office by the application due date, documentation from a qualified authority to confirm the disability and prescribed accommodation. An applicant is not required to disclose information about physical or mental limitations that he or she believes will not interfere with his or her ability to perform the essential requirements of the job.

## **SPECIAL NOTICES**

The City of Mission Viejo requires a job related physical examination, including a drug and alcohol test and a complete background investigation, as part of our selection of regular and part-time, hourly, seasonal, and/or temporary employees. All new and re-hired employees will be fingerprinted as part of the employment process, and a criminal history check will be conducted with the Department of Justice. Offers of employment are conditional upon the successful completion of these examinations. Federal immigration law requires all employers to verify both the identity and employment eligibility of all persons hired to work in the United States. In its efforts to meet the law's requirements, the City of Mission Viejo is participating in the E-Verify Employment Eligibility Verification program established by the Department of Homeland Security and the Social Security Administration (SSA) to aid employers in verifying the employment eligibility of all newly hired or rehired employees. Our participation in this program does not exempt us from the obligation to complete a Form I-9 for every hired or rehired employee. Hourly, seasonal, and/or temporary (HST) employees are not part of the competitive service and are not entitled to any rights or benefits of regular employees except as expressly set forth under the City's personnel policies. An hourly, seasonal, and/or temporary employee serves at the will of the City Manager and may be released at any time for any reason. The City of Mission Viejo has a smoking policy that prohibits smoking at the workstation of all employees. The provisions noted herein are intended only as general guidelines for prospective applicants and may be modified or revoked without prior notice or agreement.

In accordance with California state law, all City of Mission Viejo employees are disaster services workers and may be required to report for duty, or remain on duty, in the event of a disaster.

