GLENDORA CALIFORNIA

Library Aide II

Support Services Division
(Part-time/At Will Position)
$9.69 - $11.79 per hour
24 maximum hours per week

The City of Glendora's Library is seeking a detail oriented, enthusiastic and energetic person committed to providing excellent customer service to library customers.

THE POSITION: The Library Aide II works regularly at a busy public service desk performing the following duties: circulating library materials; issuing library cards; collecting fines and fees; resolving issues with overdue, damaged and lost items; answering telephone calls and directing them to the appropriate department. Also works as a processor preparing new and replacement material for circulation, mending, withdrawing, and adding library materials. May assist in Periodicals and the Copy Center. Other responsibilities may include inventory of library material, shelving of library material, meeting space set-up and tear-down, and performs other related duties as required.

HOURS: Maximum of 24 hours per week. Schedule includes working an evening (Monday-Wednesday) and Saturday hours. The Glendora Library is open Monday-Wednesday 10 a.m. – 8 p.m., Thursday-Friday 1 – 5 p.m., and Saturday 10 a.m. – 5 p.m.

QUALIFICATIONS: Applicants must have any combination equivalent to graduation from high school or attainment of GED or CHSPE certificate and at least one year of significant customer service experience. Applicants must have good public service and interpersonal skills; ability to work independently under general supervision and be able to develop necessary skills from on-the-job training. Have ability to operate a variety of office equipment including computer, copier, and cash register and the ability to maintain records with an eye for detail. Knowledge of the Dewey Decimal System and experience with library automated systems is preferred.

SELECTION PROCESS: All applications will be reviewed and evaluated. Those candidates who are determined to be best qualified based on their education, experience and/or training will be invited to participate in the Selection Process. Oral Interview: 100%

FILING INFORMATION: This recruitment will close at 5:00 p.m. on October 31, 2012. Candidates must submit an original, fully completed City of Glendora employment application to the Human Resources Office located at 116 East Foothill Boulevard, Glendora, CA 91741. An employment application may be downloaded from the City's website at www.ci.glendora.ca.us. Resumes will not be accepted separately in lieu of a City application form. **No postmarks or faxes will be accepted.** Women and minorities are encouraged to apply. Please notify Human Resources in advance if you require special accommodations to participate in any phase of the selection process.

HUMAN RESOURCES, 116 E. FOOTHILL BLVD., GLENDORA, CA 91741-3380, (626) 914-8206

(See back of flyer for additional employment information)

APPLICATION PROCEDURE: Only those candidates who appear best qualified, based on the requirements listed on the front of this flyer and review of all submitted applications, resumes and supplemental materials for background, experience and training, will be invited to any combination of written, performance or oral appraisals to further evaluate their job related experience, knowledge, skills and abilities. It is the candidate's responsibility to accurately provide all pertinent information on the application. The City of Glendora will **NOT** accept any additions, corrections or revisions to candidate's applications after the eligibility determination has been made. Candidates will be notified of all times and dates of examinations.

IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, ALL NEW EMPLOYEES MUST VERIFY IDENTITY AND PROVIDE EVIDENCE OF ENTITLEMENT TO WORK IN THE UNITED STATES.

PART-TIME EMPLOYEES ARE NOT ELIGIBLE FOR EMPLOYEE BENEFITS BUT ARE SUBJECT TO FEDERAL MEDICARE EMPLOYEE CONTRIBUTIONS PLUS STATE AND FEDERAL WAGE WITHHOLDING PROVISIONS. NO CONTRIBUTIONS ARE PAID BY THE CITY OR EMPLOYEE INTO THE SOCIAL SECURITY SYSTEM. PART-TIME EMPLOYEES ARE “AT WILL” EMPLOYEES AND ARE NOT SUBJECT TO THE CITY’S PERSONNEL RULES.

EMERGENCY SERVICE: IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE 3100, ALL CITY OF GLENDORA EMPLOYEES ARE DISASTER SERVICE WORKERS AND MAY BE REQUIRED TO REPORT FOR DUTY, OR REMAIN ON DUTY, IN THE EVENT OF AN EMERGENCY OR DISASTER.

APPLICANTS SELECTED FOR PART-TIME EMPLOYMENT MAY BE FINGERPRINTED (FOR PURPOSES OF BACKGROUND INVESTIGATION).

THE CITY OF GLENDORA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. THE CITY DOES NOT DISCRIMINATE ON THE BASIS OF AGE, SEX, RACE, RELIGION, NATIONAL ORIGIN, MARITAL STATUS OR DISABILITY.

THE CITY'S SMOKING POLICY PROHIBITS SMOKING AT ALL CITY EMPLOYEE WORK STATIONS. SMOKING IS ONLY PERMITTED IN DESIGNATED SMOKING AREAS.

THE CITY OF GLENDORA RESERVES THE RIGHT TO MODIFY OR REVOKE, WITHOUT NOTICE, ANY OR ALL OF THE PROVISIONS OF THIS BULLETIN PRIOR TO THE TIME OF APPOINTMENT, AND TO WAIVE ANY NON-SUBSTANTIVE JOB REQUIREMENT AND MAKE SUBJECTIVE DECISIONS INTERPRETING AND ASSESSING THE SKILLS AND QUALIFICATIONS OF ANY CANDIDATE, INCLUDING THE DETERMINATION THAT NONE OF THE CANDIDATES, EVEN THOSE WHO MEET THE MINIMUM QUALIFICATIONS, ARE APPROPRIATE FOR THE POSITION.

City of Glendora
Human Resources Office
116 East Foothill Boulevard
Glendora, CA 91741-3380