

# Library Assistant I - Extra Help Stonyford Branch

Filing Deadline: Open Until Filled

COUNTY OF COLUSA

Open to the Public

## APPLICATION PROCESS

Applications may be obtained from  
and returned to:

Human Resources Department  
250 5th Street  
Colusa, CA 95932  
Phone: 530-458-0420

Scanned completed application  
packets may be emailed to  
[ccpersonnel@countyofcolusa.org](mailto:ccpersonnel@countyofcolusa.org)

Download application:  
[www.countyofcolusa.org](http://www.countyofcolusa.org)

## REQUIRED APPLICATION MATERIALS

A complete application packet will  
include:

- A signed completed standard Colusa County Application REV.111317
- Cover Letter
- Resume

Submitting an incomplete packet  
may result in the disqualification of  
your application

The applications will be used to select the best qualified applicant to participate in the selection process. A qualification appraisal interview will be used to assess the candidate's knowledge, skills and training experience. A skills exam may be administered. A hiring list may be implemented for future openings. The County Librarian will make the final selection and appointment.



## ABOUT THE POSITION

To perform a wide variety of library work in support of various branch and/or main library activities including working the circulation desk, processing and handling library materials, assisting the public with computers and reference questions, developing and providing adult and children's programs, doing public relations advertising and interviews, recruiting and training volunteers, cooperating with branch and main library staff, and processing materials using computerized cataloging equipment.

There are two positions open to provide support for the Stonyford Branch. One incumbent will work an average schedule of 16.5 hours per week: Thursday from 10:30 a.m. to 5:00 p.m. (6.5 hours); Friday from 11:30 a.m. to 5:00 p.m. (5.5 hours); Saturday from 11:30 a.m. to 4:00 p.m. (5.5 hours).

The second incumbent will work an average schedule of 11 hours per week: Wednesdays from 11:30 a.m. to 5:00 p.m. (5.5 hours) and Saturdays from 11:30 a.m. to 4:00 p.m. (4.5 hours).

The incumbents will work additional hours as needed to ensure that the library is staffed. Additionally, they will be required to attend four (four hour-long) quarterly staff meetings.

## SALARY

\$13.05 per hour, part-time, no benefits.

## MINIMUM REQUIREMENTS

*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:*

- Equivalent to completion of the twelfth grade.
- Valid California Driver's License.
- Microsoft Office, Computer & Internet literate.
- Bilingual in English/Spanish and/or experience in basic library work, customer service, working with volunteers, working with children and/or young adults is preferred, but not required.

The successful applicant will be required to provide an official Driver Record printout upon acceptance of job offer.

## **RESPONSIBILITIES AND DUTIES**

*Important responsibilities and duties may include, but are not limited to, the following:*

Serve at the circulation desk; check books in and out of the library and issue library cards.

Identify overdue materials; process notices as required; collect, record and account for payment of fines.

Answer routine informational questions; maintain a variety of clerical files.

Receive and sort through materials donated to the library.

Assist in processing new materials for circulation purposes.

Assist library users with questions and technology of computers.

Review reference collection periodically; read shelves to ensure that books are in order; weed collection as needed.

Prepare library exhibits and displays; conduct library tours; perform simple reference work and administer children's services.

May be assigned to assist in the general operation of a branch library; supervise branch library operations.

Maintain cleanliness of equipment and work station.

Perform related duties and responsibilities as required.

**THIS POSITION IS OPEN UNTIL FILLED.** It is to your advantage to submit an application as soon as possible as the recruitment may close at any time. Resumes are required and may not be substituted for any part of the official application. Application forms must be filled out completely and show clearly that all minimum requirements are met. Faxed applications will not be accepted. Meeting the announced requirements does not guarantee selection in the examination process.

Note: The information contained in this flyer is general in nature and does not constitute an expressed or implied contract. Colusa County does not reimburse applicants for any travel or related expenses incurred in connection with applying for employment. Colusa County participates in E-Verify. To view the *Notice of E-Verify Participation* and the *Right to Work* posters, please visit the Employment Opportunities section of the Colusa County website.

Retirees: Colusa County invites all qualified candidates to apply for positions; however pursuant to Government Code Section 21221 (h) and 21224, hiring restrictions may apply to California Public Sector Pension Plan Retirees.

**COLUSA COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

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