



**CITY OF LARKSPUR  
PART-TIME HOURLY WORKER**

**ASSIGNMENT: LIBRARY AIDE**

**Up to \$23.00 per hour**

**Maximum of 960 Hours Per Year**

**Applications Due: January 28, 2022**

*This is a part-time hourly, at-will position.  
Part-Time Hourly employees do not receive  
benefits, except as required by law.*

Applications will be accepted for this position through January 28, 2022 at 5:00 p.m. The City reserves the right to extend the application period to obtain a qualified group of applicants for the position. Applications will be screened to create a pool of best qualified candidates for the position. The selection process may include a phone interview by Human Resources followed by an in-person or virtual interview with the hiring manager. Please do not contact the Human Resources Department about the status of your application unless it has been more than 6 weeks since you applied.

**DEFINITION**

Under direction, part-time hourly workers in this assignment perform basic library clerical, technical and customer service work, and related assignments as required. Employees in this category do not receive any benefits except as required by law.

**DISTINGUISHING CHARACTERISTICS**

Library Aide responsibilities include both patron support and basic administrative support services.

**SUPERVISION RECEIVED AND EXERCISED**

The Library Aide reports to supervisor as assigned and receives guidance from Library staff members. There are no direct reports.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *(Include but are not limited to the following:)*

Under direction, workers in this assignment provide superb customer service support at the Larkspur Library by greeting patrons, checking books in and out, answering basic questions regarding library services and operations over the phone and in person, and other duties as assigned. The Library Aide may also perform various routine and repetitive tasks relating to the maintenance of the library collection. May be asked to assist Circulation staff and/or technical staff in a variety of special projects and services as needed.

## REQUIREMENTS

**Knowledge of:** Modern office and record-keeping procedures; use of office equipment and technology; numerical and alphabetical filing; basic mathematical principles.

**Skill in and Ability to:** Communicate and interact effectively and cooperatively with employees and library users of all ages; work under pressure of heavy service demands; be flexible in work scheduling; work as part of a team; remain calm and handle situations with tact and firmness when dealing with difficult situations and difficult people. Must be able to speak, read, write, understand and communicate effectively using the English language.

## EDUCATION AND/OR EXPERIENCE

This assignment requires sufficient experience and education to demonstrate the knowledge and skills listed and to perform the essential duties as required. A typical way of obtaining the required qualifications is through possession of a High School Degree or General Education Degree.

## **PHYSICAL WORKING CONDITIONS:**

This assignment requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The employee will occasionally be required to climb, balance or crawl. While performing the duties of this job, the employee is regularly exposed to video display terminals. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Acute hearing is required when providing phone and personal service. The employee must regularly lift and/or move up to 15-30 pounds and occasionally lift and/or move or push up to 50 pounds. The employee may be exposed to dust and infectious organisms.

Job Announcement URL:

<http://cityoflarkspur.org/humanresources>

Job Description URL:

<http://cityoflarkspur.org/humanresources>

## Ideal Candidate

The ideal candidate will be physically able to perform all assigned tasks or projects, will be comfortable with emerging technologies, will be able to follow directions, will perform tasks quickly and thoroughly, will multitask easily, will provide outstanding customer service on the phone and in person, and will be willing to perform services as directed or requested with a positive "can-do" attitude. In addition, the ideal candidate will be able to perform well in an environment with a heavy workload being handled by a small Library staff.

# Benefits

*Part-Time Hourly employees do not receive benefits, except as required by law.*

## Special Instructions

To be considered for this exciting opportunity, candidates should complete an employment application, provide a current resume and provide responses to the Supplemental Questionnaire located at the end of this announcement. The employment application is available at <http://www.ci.larkspur.ca.us/89/Human-Resources>

**Application period closes Sunday, January 28, 2022 at 5:00 p.m. (Pacific).**

**All required application materials must be submitted. Required materials include:**

- **A completed application**
- **Resume attached in PDF format**
- **Complete answers to all three supplemental questions \***

**\*(See Supplemental Questionnaire at bottom of job posting – complete responses required to all questions.**

The City of Larkspur is not responsible for the failure of Internet forms or e-mail in submitting your application.

***Accommodation:*** *Under the Americans With Disabilities Act, candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources by emailing [jthiessen@centralmarinpolice.org](mailto:jthiessen@centralmarinpolice.org) upon submittal of application and request an accommodation.*

THE CITY OF LARKSPUR IS AN EQUAL OPPORTUNITY EMPLOYER

### **ABOUT THE COMMUNITY OF LARKSPUR**

The City of Larkspur is a full-service municipality. We are located in the heart of Marin County, nine miles north of San Francisco, at the base of beautiful Mount Tamalpais. The City has a mix of commercial, residential and industrial uses. The residential population is approximately 12,000. Larkspur has a wonderful historic downtown, with shops and nationally recognized cafes and restaurants. A mix of lovely homes, condominiums, and apartments are situated in the surrounding hills and along the Corte Madera Creek. Attractive shopping centers provide services and amenities for our residents and visitors. The Larkspur Ferry whisks commuters across the bay to Downtown San Francisco.

Larkspur residents are actively involved in important local decisions about quality-of-life issues and the future direction of their city. The City Council encourages a high level of interaction between its citizenry and city government so that important issues are thoroughly discussed.

## Recruitment Contact

Janet Thiessen – Human Resources Manager

Contact phone:

(209)321-3936

Contact email:

- [jthiessen@centralmarinpolice.org](mailto:jthiessen@centralmarinpolice.org)

### LIBRARY AIDE – RECRUITMENT

#### **SUPPLEMENTAL QUESTIONS (Complete Responses Required)**

**Please include your name, phone number, and email address on the top of each page of your responses.**

1. Are you a retired annuitant in the CALPERS retirement system (does not affect eligibility for part-time employment in this position provided you have met CALPERS requirements for retired annuitants)?
  - YES
  - NO
2. Briefly tell us why you are interested in this position and what you hope to gain from the experience.
3. Briefly describe how you will provide outstanding customer service to Larkspur library patrons as a part-time Library Aide.