

City of Monterey
Monterey Public Library

EMPLOYMENT OPPORTUNITY

Library Page

Part-Time Seasonal

Starting rate: \$15.14 per hour

APPLICATION DEADLINE Open until filled. First review date: April 27, 2022

POSITION DESCRIPTION

Performs a variety of physically demanding tasks, including but not limited to:

- Shelving and retrieving library materials
- Pushing fully-loaded book carts and bins
- Setting up chairs and tables for meetings and events
- Checking shelves for accuracy and misplaced materials
- Assisting in maintaining the welcoming & orderly appearance of the library
- Running errands
- Processing newspapers
- Assisting customers and staff

SCHEDULE

Part-time position with variable hours Tuesday – Saturday, 9:00 a.m. – 6:15 p.m.* Ideal schedule is one of the two priority shifts, 20 hours per week.

Priority shifts: Tuesday – Saturday: 9:15am – 1:15pm
Tuesday – Saturday: 2:15pm – 6:15pm

*No minimum number of hours guaranteed

COMPENSATION \$15.14–\$18.40. Starting rate is \$15.14 per hour

KNOWLEDGE AND ABILITIES

- Customer service oriented
- Ability to spell and file accurately
- Ability to follow detailed instructions
- Ability to work independently
- Ability to work with accuracy and speed
- Previous library experience is a plus
- Ability to perform physically demanding tasks; handle materials, boxes, tools and equipment; lift up to 30 lbs
- Ability to walk or stand continuously for 4 hours

WORK ENVIRONMENT

The Monterey Public Library is a well-loved community resource, serving an average of 500 customers per day. Our mission is to be a welcoming community, cultural, and learning center for people of all ages. We encourage discovery, share the joy of reading, celebrate Monterey's history and heritage, and protect the right to know. We value freedom, excellence, innovation, and passion. In addition to circulating books and other materials, Library services include reference help, public access to the Internet, programs for children and adults, and Bookmobile service to City of Monterey neighborhoods.

APPLICATION PROCESS

Applications are accepted until hours are filled. First application review date: April 27, 2022. Application forms are available at the Library Help Desk or online at www.monterey.org/library/jobs. Your application must be complete to be considered. Application may be mailed, dropped off, or emailed to:

Monterey Public Library
Francesca Garibaldi, Administrative Assistant
625 Pacific Street, Monterey, CA 93940
libraryinfo@monterey.org | (831) 646-5669

SELECTION PROCEDURE

Applicants will first be evaluated on the information provided on the application. Those who show that they most closely meet the qualifications for this position based on education, experience, schedule compatibility, and other job-related characteristics will be invited to participate in the next stage of the selection process. If selected, the applicant ***must*** attend a testing session to be considered for the position.

EMPLOYMENT ELIGIBILITY

- This bulletin is for informational purposes only and does not supersede rules regulations, ordinances and resolutions currently in effect.
- Pursuant to the Immigration Reform Act of 1986, employees must show proof of identity and eligibility to work in the United States.
- The City of Monterey is an Equal Opportunity Employer.

PART-TIME EMPLOYEE STATUS

This is a part-time, hourly position, outside the civil service system and is therefore considered an "at-will" employee status position. No minimum number of hours guaranteed.