

**FINAL**

Job Title	<b>LIBRARY ASSISTANT</b>
Closing Date/Time	Friday, September 29, 2023 at 4:30 PM
Salary	\$1,793.92 – \$2,446.32 Bi-Weekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Library Services - (CL)

**Applications are available online beginning Friday, September 15, 2023, through 4:30 pm, Friday, September 29, 2023.**

#### **EXAMPLES OF DUTIES:**

Assists Librarians in the development of and may conduct library programming, including story time, book clubs, offsite literacy programs, technology workshops, and other special library events; arranges exhibits, displays, supplies, and work areas each day and requests additional supplies as necessary; assists patrons with ready reference support, general questions, and library services; provides basic technical support to patrons and staff in the use and operation of library equipment including, but not limited to, computers, printers, copiers, and microfilm; assists and makes recommendations to professional staff regarding the development and maintenance of library collections, including the withdrawal of materials, bibliographic control, copy cataloging, and making book and other library material recommendations; compiles information and develops reports and statistics regarding circulation, different library programs, and reference services, as well as other routine reports; assists professional staff in daily operations at branch libraries, the Main Library, or Automated Services Bureau; assists with maintaining good behavior and adherence to library use rules and policies; participates in workshops, conferences, and continuing education and may conduct training sessions to library staff to impart information; and performs other related duties as assigned.

#### **REQUIREMENTS TO FILE:**

- Graduation from an accredited college with an associate degree with courses in Library Science, Computer Technology, English, or related fields.
- OR**
- Two years of paid, full-time equivalent experience performing clerical and technical library duties offering specific and substantial preparation for the duties of the classification.

Any combination of related education or experience totaling two years may be substituted for the required education or experience.

**\*Proof of required documents, such as degree or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degrees must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.**

#### **Knowledge, Skills, and Abilities:**

- Knowledge of general principles of library services, including automated library systems;
- Knowledge of library technical resources and basic troubleshooting;
- Knowledge of presentation, word processing, and spreadsheet software;
- Ability to guide patrons on accessing library services and library technology including printers, computer software, and smart devices;
- Ability to communicate effectively with people from a broad spectrum of backgrounds;
- Ability to deal tactfully and responsibly with City employees, the public, and others encountered in the course of work and to diffuse difficult situations in a professional manner;
- Ability to operate a computer and standard business and web browser software;
- Ability to prepare clear, concise, and comprehensive reports and other written correspondence;
- Ability to multitask and adapt to changing schedules and assignments;

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- Ability to stand, walk, stoop and push/pull/lift up to 40 lbs; and
- Ability to work evenings, weekends, and holidays as needed.

A valid driver's license is required and must be submitted to the hiring department at the time of the selection.

**DESIRABLE QUALIFICATIONS:** Bilingual/Biliterate skills (Spanish, Khmer, or Tagalog) is desired for some positions.

**EXAMINATION WEIGHTS:**

Application and Supplemental Application.....	Qualifying
Appraisal Exam.....	100%

A minimum rating of 70 must be attained in order to pass the examination. Certification by score bands will be considered based on analysis of exam results. The resulting eligible list will remain in effect for at least one year. Screening of applicants will be conducted on the basis of application and required supplemental application submitted. Only those candidates showing the strongest backgrounds on the basis of comparative analysis will be invited to the examination process. Based on the number of applications accepted, the selection procedure may be changed. In the event a revision is necessary, the affected persons will be notified.

In accordance with Civil Service Procedure 3.38, all eligible veterans that successfully qualify on any or all open-competitive examinations shall receive an additional credit of ten (10) points that will be added to their original passing score. Disabled veterans passing the examination shall receive a credit of fifteen (15) points that will be added to their original passing score. (A copy of the veterans DD-214, Member 4 form indicating honorable discharge must be attached to the application at the time of filing.)

**If you have not received notification of the status of your application within two weeks of filing your application, please contact the Civil Service Department at (562) 570-6202.**

**EQUITY AND INCLUSION**

The City of Long Beach is committed to creating a workplace where every employee is valued for who they are. Having our workforce reflect the diversity of our community at various levels of the organization is a continuous goal embraced by our departments, management staff, and policymakers. To support efforts of fairness and diversity, City Leadership is committed to incorporating equity and inclusion into our work by supporting staff and community partners. We are committed to promoting transparency by publishing updated demographic information for employees, including workforce diversity data and pay by race and gender.

The City of Long Beach will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You are not required to disclose your criminal history or participate in a background check until you receive a conditional job offer. If the City of Long Beach has concerns about a conviction that is directly related to the job after making a conditional job offer and conducting a background check, you will have the opportunity to explain the circumstances surrounding the conviction, provide evidence to mitigate concerns, or challenge the accuracy of the background report. Find out more about the Fair Chance Act by visiting <https://calcivilrights.ca.gov/fair-chance-act>

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, and/or Tagalog) are desirable for positions interacting with the public.

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This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For the hearing impaired, call (562) 570-6638.  
An Equal Opportunity Employer.

J.O.B. F87NN-23    LA:TJ    CSC 09/13/2023