



EMPLOYMENT OPPORTUNITY

MINORITIES, WOMEN AND INDIVIDUALS WITH DISABILITIES ARE STRONGLY ENCOURAGED TO APPLY.
AN EQUAL OPPORTUNITY EMPLOYER. APPLY ON-LINE AT: WWW.MARINCOUNTY.ORG/JOBS

MOBILE LIBRARY ASSISTANT (Bookmobile)

RECRUITMENT CLOSING DATE

Monday, July 10, 2017
At 4:00 pm

SALARY

\$3,973 - \$4,831 / Month*
Recruitment #1455-17-05

*Salary does not reflect a 3% increase effective July 2, 2017

YOU ARE INVITED TO APPLY: The Marin County Human Resources Department and the Marin County Free Library (MCFL) are conducting a recruitment for a Mobile Library Assistant – Bookmobile assignment.

CURRENT VACANCY: There is one (1) full time vacancy (75 hours biweekly) on the Bookmobile, a mobile library which travels throughout Marin County providing library services to one-room school houses, ranches, assisted living facilities, preschools and a number of community stops and special events. The eligible list established from this recruitment will be used to fill the current vacancy and any future vacancies that occur in this assignment while the list remains active. Eligible lists remain active for a minimum of six (6) months. For future opportunities, please indicate your interest in part time, full time and extra hire on your application.

MARIN COUNTY FREE LIBRARY: With a mission to engage the community, provide innovative library services and foster lifelong learning, the Marin County Free Library (MCFL) serves the unincorporated areas of Marin County as well as the cities and towns of Corte Madera, Fairfax, Marin City, Ross, and Novato. Along with a dedicated share of a stable local property tax, MCFL enjoys broad community support as shown by the passage of a supplemental parcel tax by more than 78%. Through the activities of the County's ten-branch library system, along with the Bookmobile, FLAGship and other specialty services, the MCFL offers an expansive collection; digital content; public access computers; free wi-fi; AV and print resources; special programming for children, teens and seniors; literacy programs serving both families and individuals; and study space for students of all ages.

THE POSITION: Under the general supervision of a Community Library Specialist, the Mobile Library Assistant drives the bookmobile following a designated route, providing a variety of services to Library patrons. Stops are focused on children, seniors and remote areas of the County where patrons are unable to reach physical libraries. The Mobile Library Assistant is also responsible for maintaining the bookmobile collection, which requires loading and unloading bins of materials which may weigh up to 50 lbs.

IDEAL CANDIDATE: The ideal candidate will have the ability to drive the Bookmobile safely, reaching each stop on the schedule in a timely manner. They will enthusiastically participate in community events such as parades, fairs and staff tables, effectively representing the Library. The ideal candidate will also enjoy working closely with long time users of the Bookmobile to provide appropriate materials. They will be flexible, resourceful and capable of working independently to address the sometimes unpredictable nature of mobile and outreach services. The ideal candidate will be detail oriented and have excellent customer service skills. Bilingual Spanish/English skills are desirable.

MINIMUM QUALIFICATIONS: Any combination of education and experience that would provide the knowledge and abilities listed in the class specification. Typically, two years of experience performing clerical and/or technical support in a library or community agency setting. Successful completion of related coursework from a college or university may be substituted for the required experience on a year for year basis (30 semester or 45 quarter units) to a maximum of one year. Experience driving a large vehicle and bilingual proficiency in Spanish/English are desirable.

DRIVER'S LICENSE: The ability to drive is an essential function for this position. The successful candidate must possess a California Class C driver's license and submit a satisfactory driving history obtained from the California DMV within the last six months at the selection interview.

NOTE: Any offer of employment for this position will be contingent upon successfully passing a pre-employment drug test.

TENTATIVE EXAM SCHEDULE: Depending on the number of qualified applications received, the examination process may consist of a supplemental application screening, online assessment tools, written examination, oral examination, performance examination, or any combination to determine which candidates' names will be placed on the eligible list.

ONLINE APPLICATION: You may apply online at: www.marincounty.org/JOBS.

EQUAL OPPORTUNITY EMPLOYER

MOBILE LIBRARY ASSISTANT

HOW TO APPLY

Obtain the necessary application materials for the desired position from the Marin County Human Resources Department at the address below. You may apply online, or application materials may be picked up in person or requested by phone.

If you have questions regarding Equal Employment, please contact the Equal Employment Director, Roger Crawford, at (415) 473-2095. For questions regarding the position announcement or examination, contact the Marin County Human Resources Department. For a complete listing of all current opportunities, visit the County's recruitment website, or call the Marin County 24-Hour Job Line. The Job Line is updated every Friday afternoon.

MARIN COUNTY HUMAN RESOURCES DEPARTMENT
3501 CIVIC CENTER DRIVE ● ROOM 415 ● SAN RAFAEL, CA 94903-4189
OFFICE PHONE (415) 473-6104 ● 24-HOUR JOB LISTING (415) 473-7800
● FAX (415) 473-3669 ● TTY (415) 473-5780

COUNTY OF MARIN IS AN EQUAL OPPORTUNITY EMPLOYER

VIEW CURRENT LIST OF RECRUITMENTS AND APPLY ONLINE AT: <http://www.marincounty.org/Jobs>

The County of Marin has established career ladders which illustrate a progressive career path for employees. For more information go to: http://mine/mine/HR/main/docs/Career_Ladders_Cover_Memo.pdf

Complete the application documents in full and submit your materials, including the DD-214 if applicable, no later than the final filing deadline date and time on the Job Announcement flyer. Be sure to indicate dates of employment, hours worked, and thoroughly describe your duties. Resumes are not acceptable as a substitute for any part of the standard or supplemental application form. Initial evaluation of your qualifications will be based solely on the application documents received by the County. Possession of the stated minimum qualifications does not guarantee advancement in the selection process. Application materials must be received no later than the recruitment closing date and time posted on the job announcement. Original documents mailed must be postmarked no later than the final deadline date. **Faxed application documents will not be accepted.**

Make copies of any information you wish to keep; copies of submitted materials will not be returned. The Human Resources Department will not provide copies of submitted application materials to candidates. Submit your completed application materials to the Human Resources Department by 4:00 p.m. of the application closing date. If the recruitment is open and continuous, submit completed application materials as soon as possible. The filing period for an open and continuous recruitment may be closed at any time.

EXAMINATION PROCEDURE

All completed application documents will be reviewed. Based on the information provided in these documents, the most qualified applicants will be invited for further examination. Depending upon the number of applications received, the examination may consist of an application screening, online assessment, written test, practical exam, oral interview or any combination of these.

In compliance with the Immigration Reform Act of 1986, individuals offered employment by Marin County will be required to show the specified documentation as proof of authorization to work in the United States within three days of employment.

APPEALS PROCEDURE

Applicants may appeal a step in the examination or selection process by submitting a written appeal to the Human Resources Director within fourteen calendar days after the notice of results of a testing step has been mailed. The written statement must include the specific grounds and reasons upon which the complaint is based.

MARIN COUNTY

Marin County is located north of San Francisco, just across the Golden Gate Bridge. Its Mediterranean climate makes it one of the most enjoyable regions in the country in which to live or work. Comprising a land area of 521 square miles, Marin has a wide variety of residential communities, modern shopping, and strong high tech and service industries. Marin's beauty includes the picturesque waterfront and hillside homes of Sausalito and Tiburon, quaint main streets in Larkspur and San Anselmo, impressive lagoon and view homes in Belvedere, and ranches and horse trails in West Marin and Novato.

Schools and universities in the Bay Area are excellent. Cultural events are outstanding and easily accessible. A dozen theater groups, symphonies, chorales, ballets, concerts, numerous galleries, shows and exhibits contribute to the rich cultural environment in the area. Sporting activities include power and sail boating in the ocean and bays, lagoons, and sheltered harbors with easy access to over 1,000 miles of inland waterways. Fishing is year-round for the avid angler. Surfing, water-skiing, kayaking, swimming, camping, sunning, and beachcombing are also popular activities. Marin County has hundreds of miles of woodland trails, forested mountains, and extensive coastline.

Reasonable accommodation for people with disabilities may be requested by calling (415) 473-6104 (voice) or (415) 473-5780 (TTY) at least 72 hours in advance. Copies of documents are available in accessible formats upon request.
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The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this announcement may be modified or revoked without notice. Questions regarding this announcement may be directed to the Human Resources Department.