

The City of Torrance invites applications for **SENIOR LIBRARY TECHNICIAN**

\$23.45-\$30.72* per hour
(Additional 10% premium for assignment to night shift)



The City of Torrance is seeking three customer service oriented Senior Library Technicians who are strong leaders, flexible, outgoing, creative and have a passion for public libraries. The most successful candidate will be a dynamic individual who has experience working with a diverse public, supervising numerous part-time staff members, with a keen attention to detail, and the ability to exercise independent judgment. Come serve the community of Torrance as they live, learn, work, and play in a City supportive of youth, seniors, families, and education.



QUALIFICATIONS

Minimum Requirements:

Any combination of education and experience that provides the required knowledge and skills is qualifying:

Bachelor's degree and one (1) year of experience in a library environment; or an Associate's degree or equivalent and three (3) years of experience in a library environment; or a Library Support Staff Certificate and three (3) years of experience in a library environment; or High school graduation or equivalent and five (5) years of experience in a library environment.

Ideal Candidate:

In addition to the above, the most successful candidate will have:

- A bachelor's degree in a related field and two (2) years of Public Library experience;
- Supervisory and/or lead experience;
- Outstanding customer service skills;
- The ability to effectively serve a diverse public;
- Experience being flexible and adaptable to shifting priorities and changes;
- An impeccable attention to detail;
- Good judgment; and
- Self-direction.

SPECIAL NOTES

This position requires availability for evening and weekend shifts.

**Extended pay steps occur every three years*

As a condition of employment, candidates must pass a background check and a pre-employment medical examination.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

BENEFITS

- Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS) which is funded through contributions from both the employer and employee.
- Deferred Compensation Plan available.
- Employees currently contribute 6.2% toward Social Security and 1.45% toward Medicare.
- Excellent Health, Dental, Vision plans, and Life Insurance.
- Flexible spending which provides tax free options for medical, dental and childcare expenses.
- Thirteen Paid Holidays.
- Tuition Reimbursement Program.
- Paid vacation and sick days.

HOW TO APPLY

Interested candidates must submit an online application, and supplemental questionnaire at www.TorranceCA.Gov/Jobs/. The application filing period opens **Thursday, March 3, 2016 at 7:30 a.m.** and closes **Monday, March 21, 2016 at 5:30 p.m.**

Only those candidates who best meet the City's needs will be invited to participate in the testing process, which will consist of the following components:

Written Exam: 50% **Oral:** 50% **Writing Exercise:** Pass/Fail

Applicants with disabilities who require special testing arrangements **must** contact Human Resources **prior** to the final filing date.

Test dates are to be determined. Please visit our webpage under Recruitment Status for updates and current information.



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CITY OF TORRANCE
SUPPLEMENTAL QUESTIONNAIRE
SENIOR LIBRARY TECHNICIAN
Job Code 16031621

The information provided in your responses will be used to determine who is **best qualified** to proceed to the next stage of the selection process. **THE INFORMATION PROVIDED BELOW MUST BE SUPPORTED BY DETAILED INFORMATION PROVIDED ON THE APPLICATION FORM ITSELF. IN THE EVENT THAT THE APPLICATION DOES NOT CONTAIN REQUIRED SUPPORTING DOCUMENTATION THE INFORMATION ON THE APPLICATION WILL BE CONSIDERED COMPLETE AND ACCURATE.**

1. Do you possess one or more Bachelor's Degree(s) or above?

Yes No

1a. If yes, please specify the degree(s) received and concentration for each.

2. Do you possess one or more Associate's Degree(s) or college credits?

Yes No

2a. If yes, please specify the degree(s) or units received and concentration.

3. Do you possess a Library Support Staff Certificate?

Yes No

4. Do you have work or other experience in a Library environment? PLEASE NOTE: You must convert your experience into the equivalent of 40 hrs/Full Time experience. eg: 20 hrs/week for a year is equivalent 6 months.

Yes No

4a. If yes, how much?

Less than one year _____

1-3 years _____

3-5 years _____

5 years or more _____

4b. Please briefly explain including detail of programs, services and/or outreach activities:

5. Do you have specific public contact/customer service duties experience in a Library environment? PLEASE NOTE: You must convert your experience into the equivalent of 40 hrs/Full Time experience. eg: 20 hrs/week for a year is equivalent 6 months.

Yes No

5a. If yes, how much?

Less than one year _____

1-3 years _____

3-5 years _____

5 years or more _____

5b. Please briefly explain:

6. Do you have specific experience performing reference duties in a Library environment? PLEASE NOTE: You must convert your experience into the equivalent of 40 hrs/Full Time experience eg: 20 hrs/week for a year is equivalent 6 months.

Yes No

6a. If yes, how much?

Less than one year _____

1-3 years _____

3-5 years _____

5 years or more _____

6b. Please briefly explain:

7. Do you have supervisory or lead duties experience in a Library environment? PLEASE NOTE: You must convert your experience into the equivalent of 40 hrs/Full Time experience. eg: 20 hrs/week for a year is equivalent 6 months.

Yes No

7a. If yes, how much?

Less than one year _____

1-3 years _____

3-5 years _____

5 years or more _____

7b. Please briefly explain:

8. Are you available to work evenings and weekends?

Yes No

9. I certify that the information I have provided is true and accurate to the best of my knowledge. I understand that this information is subject to verification with my former employers, and that misrepresentation may cause me to forfeit all opportunities to be considered for employment with the City of Torrance.

Yes No