



delight *inspire* inform

CITY OF OAKLAND PUBLIC LIBRARY

Please complete and return application to:

Financial and Administrative Services Office – Human Resource

125, 14TH Street, Suite 210, Oakland, CA 94612-2019

Tel (510) 238-3283 Fax (510) 238-2232

Email: jobhotline@oaklandlibrary.org

www.oaklandlibrary.org

PART TIME EMPLOYMENT APPLICATION / SUPPLEMENTAL QUESTIONNAIRE

1. Fill out the attached Part Time Employment Application / Supplemental Questionnaire.
2. Indicate the exact title of the position for which you are applying for on the application form.
3. We encourage you to attach a cover letter and / or current resume.
4. Sign the application form under “Certificate of Applicant”.
5. Fill out the attached “Postcard” with your name and address on the front of the postcard and the name of the position you applied for on the back of the postcard.
6. Turn in the **completed application form** and **postcard** to:
Oakland Public Library
Financial & Administrative Services Office
Human Resource
125, 14th Street
Suite 210
Oakland, CA 94612

GENERAL INFORMATION

Part-time library positions are available throughout the year in all of the Oakland Public Library facilities. These positions are temporary, non-civil service, non-benefited (no paid medical, dental, vacation, sick leave, etc) positions and are generally limited to a maximum of 18 hours or less per week. Individuals may hold only one part-time position in the City and this is enforced by the Library Department. Employees are required to join the Service Employees International Union, Local 790, Unit I, and to participate in the City's Deferred Compensation Plan. As an incentive for part-time employees, the City offers a Health & Welfare increment (HWI), which is currently \$1.71 per hour in addition to the hourly wage. The Oakland Public Library has 2 types of part-time positions: On-call positions where-in staff may be utilized at any of the library's locations for a number of hours as needed, and assigned part-time positions which are assigned to a specific location with a set schedule. Possession of a valid driver's license will be required if assigned to drive the Bookmobile, and highly desirable if assigned to work at one of the OLAS Homework Assistance sites. Oakland Public Library part-time employees are at-will employees, and either the employee or the Oakland Public Library may terminate the employment at any time.

HOW TO APPLY

You must fill out the Oakland Public Library Part Time Application / Supplemental Questionnaire form for each position for which you are applying. Applications can be turned in to the Main Library's Financial & Administrative Services Office or any Oakland Public Library branch. Applications are accepted daily during the Library's open hours and are kept active for 6 months at the Main Library in the Financial & Administrative Services Office, 125 14th Street Room 210, Oakland, CA. 94612. Applicants are encouraged to attach a current resume and cover letter to their application and to submit new application materials if they have not been called for an interview within six months. When vacancies occur, library supervisors review applications and schedule oral interviews for the most qualified candidates. Bilingual skills in Spanish, Cantonese & Mandarin are highly desirable, and particular consideration is provided to applicants who have previous library-related work experience and/or volunteer work.

AVAILABLE PART-TIME POSITIONS

<p>LIBRARY AIDE: \$15.07 - \$18.51 per hour (this does not include the \$1.71 HWI hourly rate you will also receive)</p>	<p>Example of job duties include: Check in and out materials to the public, utilize the library's computerized catalog, register patrons for library cards, process library materials, empty book drops, pack and unpack library mail bags, sort and shelve library materials, provide directional information to patrons, ensure that public and stack areas are kept in order. Must be able to lift up to 30 pounds. This position works under the direction of a Library Assistant or Librarian. Minimum qualifications: High school or GED graduate Specific Application Process: A written and assessment exercise may be a part of the pre-employment process.</p>
<p>LIBRARY ASSISTANT: \$24.26 \$29.80 per hour (this does not include the \$1.71 HWI hourly rate you will also receive)</p>	<p>Example of job duties include: Assist library patrons in the use of the public access catalog, answer basic reference questions and provide basic readers' advisory, register patrons for library cards, check out library materials, collect library fines, utilize and contribute to the maintenance of an accurate on-line database, and assist Librarians in the operations of a branch library or unit. Must be able to lift up to 30 pounds. This position works under the direction of a Library Assistant or Librarian. Minimum qualifications: Bachelor's degree from an accredited college or university (or two years of college with a minimum of 60 semester units and the equivalent of two years of full-time library-related employment).</p>
<p>LITERACY ASSISTANT: \$24.26 - \$29.80 per hour (this does not include the \$1.71 HWI hourly rate you will also receive)</p>	<p>Example of job duties include: Conduct training sessions for volunteer tutors, assess reading & writing skills of prospective students, assist in evaluating basic skills educational software, recruit and register students into tutoring programs, match trained volunteer tutors with students; assist in planning and implementing community/fundraising activities. This position works under the direction of the Senior Library Assistant and/or Librarian. Minimum qualifications: Bachelor's degree from an accredited college or university (or two years of college with a minimum of 60 semester units and the equivalent of two years of full-time library-related employment). Prior experience tutoring, training or teaching adults is highly desirable.</p>
<p>LIBRARY PROGRAM AIDE (OLAS Homework Assistance): \$15.07 - \$18.51 per hour (this does not include the \$1.71 HWI hourly rate you will also receive)</p>	<p>Example of job duties include: Assist in the supervision of teen mentors and volunteers, assist in program activities that may include specialized programs and special events, assist in community outreach, assist with program registration and with maintaining program inventory, supplies and space. Participate in and attend staff meetings and staff trainings. This position works under the direction of the Library Program Leader and Librarian. Work 13 – 15 hours per week during the school year, excluding school breaks. Minimum qualifications: High school or GED graduate Specific Application Process: Interviews are usually held in June/July of each year for the coming year. Although it is rare, a position may sometimes become available during the school year. A written exercise may be a part of the pre-employment process.</p>
<p>LIBRARY PROGRAM ASSISTANT (OLAS Homework Assistance): \$24.26 - \$29.80 per hour (this does not include the \$1.71 HWI hourly rate you will also receive)</p>	<p>Example of job duties include: Coordinate after school homework programs at branch libraries, recreation centers and the Main Library Children's Room. Under the direction of a Librarian, provide homework assistance to children, direct the work of homework mentors (tutors), and conduct community outreach. Assist in recruiting and selecting staff; Maintain time cards, time-off requests and daily attendance reports; Assist in conducting basic orientation and training to program staff and volunteers; Work 13 – 15 hours per week during the school year, excluding school breaks. Minimum qualifications: Bachelor's degree from an accredited college or university (or two years of college with a minimum of 60 semester units and the equivalent of two years of full-time library-related employment). Specific Application Process: Interviews are usually held in June/July of each year for the coming year. Although it is rare, a position may sometimes become available during the school year. A written exercise may be a part of the pre-employment process.</p>
<p>LIBRARIAN I: \$28.93 - \$35.56 per hour ((this does not include the \$1.71 HWI hourly rate you will also receive)</p>	<p>Example of job duties include: Provide professional reference assistance for the public at the subject specialization reference service desks at the Main Library, branch libraries and/or the Children's Room. Perform a variety of off-desk professional duties under the direction of a Librarian. Minimum qualifications: MLS/MLIS degree from an ALA accredited graduate program. Previous experience is preferred but not required.</p>
<p>LIBRARIAN II: \$31.22 - \$38.33 per hour (this does not include the \$1.71 HWI hourly rate you will also receive)</p>	<p>Example of job duties include: Conduct reference interviews with patrons to determine inquiry needs, provide reference and reading guidance to children and adults, address special research needs, answer questions; explain policies and procedures, read and evaluate professional reviews of books and resources for adults and children. Perform a variety of off-desk professional duties under the direction of the Senior or Supervising Librarian. Minimum qualifications: MLS/MLIS degree from an ALA accredited graduate program and 1 year of full-time equivalent experience comparable to the Librarian I position.</p>

DO NOT complete the attached application if you are interested in full time or permanent part-time employment. Please visit the City of Oakland's website at www.oaklandnet.com for instructions on completing and submitting application materials in order to participate in the Civil Service process for permanent positions within the City. You may also contact the Office of Personnel 510-238-3112, visit them at 150 Frank Ogawa Plaza 2nd floor, Oakland, or call the Job Hotline at 510-238-3111.



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 Email: jobhotline@oaklandlibrary.org
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Exact title of position for which you are applying:

LAST NAME	FIRST NAME	MI
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CURRENT ADDRESS	NUMBER & STREET	APT. NO	CITY	STATE	ZIP CODE
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HOME PHONE	ALTERNATE PHONE	E-MAIL ADDRESS
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DO YOU HAVE : <input type="checkbox"/> HIGH SCHOOL DIPLOMA <input type="checkbox"/> GED	DO YOU HAVE 2 YEARS OF FULL TIME WORK EXPERIENCE IN A LIBRARY? <input type="checkbox"/> YES <input type="checkbox"/> NO	CAN YOU LIFT AND CARRY UP TO THIRTY (30) POUNDS? <input type="checkbox"/> YES <input type="checkbox"/> NO
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NAME, CITY & STATE OF HIGH SCHOOL, COLLEGES/UNIVERSITIES ATTENDED	UNITS COMPLETED		COURSE OF STUDY / MAJOR	TYPE OF DEGREE	COMPLETED:	
	SEMESTER	QUARTER			YES	NO
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

PLEASE LIST ANY ADDITIONAL LANGUAGES THAT YOU CAN SPEAK, READ AND/OR WRITE	SPEAK	READ	WRITE
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE PROVIDE THE DAYS AND TIMES THAT YOU ARE AVAILABLE TO WORK							
DAYS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
BEGIN TIME							
END TIME							

NAME, ADDRESS AND PHONE NUMBER OF EMERGENCY CONTACTS:		
NAME:	ADDRESS:	TELEPHONE:

CITY OF OAKLAND EQUAL EMPLOYMENT OPPORTUNITY

The City of Oakland complies with all Federal, State and local laws guaranteeing Equal Employment Opportunities to all. If you feel you have been treated unfairly or discriminated against because of race, color, national origin, sex, age, disability, marital status, or sexual orientation, please contact the City's Equal Opportunity Programs Manager at (510) 238-3500.

DISABLED APPLICANTS: The Office of Personnel Resource Management will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you need accommodation, please call (510) 238-3283.

CERTIFICATE OF APPLICANT:

I certify that all statements made in this application are true, and I agree and understand that misstatements or omissions of any material will subject me to disqualification or dismissal.

Signature:

Date:

SUPPLEMENTAL QUESTIONNAIRE

1. Please describe your knowledge and experience in using a computer. Please list any computer programs you have worked with before.

2. Have you ever worked in a library system before? Yes No If yes, please provide specific details.

3. Describe any volunteer or work experience you have working with or serving the public.

This Section MUST be filled out or your application may not be considered. You may also attach a resume or other relevant documents to further describe your qualifications.

EXPERIENCE: Begin with your most recent experience. List all employment in the last SEVEN years that is related to the job for which you are applying. Indicate Self-employment, U.S. Military Service and Volunteer Experience. Indicate "Volunteer" in the space for salary. Include details that meet the entrance requirements of the position.

FROM MO/YR	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF YOUR POSITION	NO. EMPLOYEES SUPERVISED BY YOU
TO MO/YR	ADDRESS CITY STATE ZIP	NAME OF SUPERVISOR	SUPERVISOR'S PHONE NO.
HRS. PER WK.	DUTIES:		
SALARY: \$ PER/			
REASON FOR LEAVING			

FROM MO/YR	EMPLOYER (BUSINESS OR AGENCY NAME)	TITLE OF YOUR POSITION	NO. EMPLOYEES SUPERVISED BY YOU
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