



CITY OF OCEANSIDE EMPLOYMENT OPPORTUNITY



TECHNICAL ASSISTANT (Library Bookmobile) EXAM #08-15 APPLY IMMEDIATELY – OPEN UNTIL FILLED

Salary Range: \$12.27 - \$15.66/Hour

THE CITY OF OCEANSIDE IS AN EQUAL OPPORTUNITY EMPLOYER.

THE POSITION: The City of Oceanside is currently accepting applications for a part-time, temporary Technical Assistant positions available in the Oceanside Public Library. The incumbent in this position will drive the Adelante Bookmobile or larger Bookmobile and assist the public in using these mobile library facilities. The Library's bookmobiles provide library materials in English and Spanish, and also provide computer resources to schools, daycares and community neighborhoods throughout Oceanside. The 30-foot vehicle is equipped with a computer lab with Internet access, as well as books and videos. **Typical duties include**, but are not limited to: driving the bookmobile; assisting users in locating books and materials; loading and unloading books; checking materials in and out; registering borrowers; reshelving materials and maintaining collection order; collecting fines and fees; assisting with children's reading programs and storytimes; operating the Bookmobile at special civic and community events; providing computer assistance for bookmobile users; and performing other related duties as assigned or required. Duties also involve performing routine vehicle maintenance checks and operating the communications satellite.

This is a temporary, hourly, extra-help position which will not exceed 999 hours per year, and does not include leave or medical benefits.

EMPLOYMENT STANDARDS: The ideal candidate will have experience driving a large motor vehicle and have one year of clerical library experience. Ability to deal tactfully and effectively with the public, especially children and senior citizens, is required. Computer skills including Internet and office software programs are required. Bilingual language ability (Spanish/English) is desirable for the Adelante Bookmobile position. Any combination of education, training and experience that provides the required knowledge, skills and abilities will be considered.

SPECIAL REQUIREMENTS: Variable working hours and ability to provide own transportation to any bookmobile or library location. Physical demands involve walking, standing, sitting, climbing, bending, twisting, exercising full range of motions of the arms, hands, wrists and fingers; occasional pushing, pulling, lifting (up to 30 lbs.), stooping, crouching, kneeling, and stretching. A valid Class C California driver's license is required at time of appointment. For the larger Bookmobile position, a valid Class B California driver's license with air brake endorsement must be obtained within 45 days of appointment.

SELECTION PROCESS: All properly completed applications and supplemental questionnaires will be reviewed and the most qualified candidates will be invited to continue in the selection process. Failure to include all required material with the application will result in disqualification for the position.

NOTE: Prospective employees may undergo a background reference check and a medical examination, which will include drug screening.

APPLICATION PROCEDURE: OPEN UNTIL FILLED. A completed City of Oceanside Application and Supplemental Questionnaire must be submitted to the Personnel Office. Applications and further information may be obtained by mail from the Personnel Office at 300 North Coast Highway, Oceanside CA 92054, or in person at Oceanside City Hall East, Civic Center Drive and Ditmar Street, (760) 435-3500. RESUMES WILL NOT BE ACCEPTED IN LIEU OF COMPLETED APPLICATION FORMS. *POSTMARKS WILL NOT BE ACCEPTED.*

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