



CITY OF OCEANSIDE EMPLOYMENT OPPORTUNITY



OFFICE ASSISTANT (LIBRARY)

Exam No. 08-16
OPEN UNTIL FILLED

SALARY RANGE: \$10.88 HOUR

**THE CITY OF OCEANSIDE IS AN EQUAL OPPORTUNITY EMPLOYER.
QUALIFIED MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY.**

THE POSITION: The City of Oceanside is accepting applications for part-time positions in the Oceanside Public Library, at the Civic Center and Mission Branch locations. Duties include, but are not limited to: register new borrowers; enter data into computer; collect fines and fees; check-out and check-in materials; retrieve and shelve materials; assist with processing materials and collection maintenance; answer the telephone and direct calls; provide directional assistance to the public; file and performing other duties as assigned or required. Ability to work various shifts including some evenings and Saturdays; may work at various locations including Civic Center, Branch and bookmobiles and perform other related work as assigned.

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

EMPLOYMENT STANDARDS:

Experience:

A minimum of one year of responsible experience in clerical and typing work.

Training:

Graduation from high school.

License:

A current valid California Class C driver's license.

SPECIAL REQUIREMENTS: Must be able to work standard business hours. Requires the ability to lift boxes and bags weighing up to 30 pounds. Must be able to push/pull book carts loaded with materials. Occasional stooping, crouching, kneeling and stretching are required.

SELECTION PROCESS: All properly completed applications will be reviewed and references checked. The most appropriately qualified individuals will be invited to continue in the selection process when vacancies occur. Interviews will be scheduled with those applicants best qualified to meet the needs of the position.

Note: Prospective employees will undergo a background reference check and a drug screening. A medical examination may be required.

APPLICATION PROCEDURE: Completed City of Oceanside application forms and Supplemental Questionnaires will be accepted until the position has been filled. Application materials and further information may be obtained from the Human Resources Department, at 300 North Coast Highway, City Hall East, Oceanside, CA 92054; (760) 435-3500; or on our website www.ci.oceanside.ca.us RESUMES WILL NOT BE ACCEPTED IN LIEU OF APPLICATION FORM. POSTMARKS WILL NOT BE ACCEPTED. APPLICATIONS WILL NOT BE ACCEPTED BY FAX OR EMAIL.

CANDIDATES WHO REQUIRE A REASONABLE ACCOMODATION IN THE SELECTON PROCESS SHOULD STATE THEIR NEEDS IN WRITING WHEN SUBMITTING AN APPLICATION PACKAGE.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

AH- 8/8/2007