



CITY OF MONTEREY PARK  
Human Resources Department  
320 West Newmark Avenue, Monterey Park, CA 91754  
(626) 307-1334 or [www.ci.monterey-park.ca.us](http://www.ci.monterey-park.ca.us)

Announces a job opening for

## SENIOR LIBRARY CLERK

(Open/Competitive, Full-Time Position in Children's Division)

**SALARY:** \$37,416 - \$47,868 annually (Salary \$38,256 - \$48,936 effective 1/09), plus excellent benefits including 2.5% @ 55 CalPERS retirement and \$50/mo. bilingual pay for a qualified 2nd language.

**DEADLINE:** September 19, 2008. Completed City application and typing certificate, **including any related educational or training documents and certificates**, must be submitted to the City of Monterey Park Human Resources Department, 320 W. Newmark Ave., Monterey Park, CA 91754 within the filing period. Faxes or Postmarks will not be accepted. **A Current Typing certificate (issued within 1 year) from an accredited business school, adult school, or employment agency must be submitted with the application.**

**THE POSITION:** Under general supervision, the Senior Library Clerk in the Children's Division performs difficult and responsible clerical and paraprofessional duties; supervises staff and volunteers; assists patrons with reference requests in person, by fax, E-mail, Internet or telephone in a computerized, automated environment; demonstrates and interprets On-line Public Access Catalog (OPAC) and Internet information; writes and prepares procedures, reports, flyers, program displays and other materials; makes presentations including story times and class visits; designs and conducts activities such as finger plays and craft programs; supervises, trains and evaluates assigned personnel; maintains records and provides data; recommends materials to be added to or deleted from collection; conducts tours of the Library; may serve on committees and performs other duties as assigned.

**QUALIFICATIONS:** **Knowledge of:** reference sources, techniques and/or cataloging techniques including electronic formats; library functions, organizations and policies; modern library clerical procedures and practices. **Ability to:** interpret and determine patron needs; locate desired resources; use independent judgment; supervise and direct the activities of assigned staff; establish and maintain effective working relations with people of different backgrounds, different degrees of English expertise and different age groups; maintain required records; communicate effectively both orally in one-on-one situations, in front of groups, and in writing; type accurately at a speed of 45 wpm; operate standard office equipment and machines. **Education and Experience:** Any combination of experience and education that has provided the required knowledge and abilities would be qualifying. A typical combination would be: an Associate's degree in Library Science from an accredited school, college or University and three years experience equivalent to a Library Clerk in a public library. **Licenses/Certificates:** A valid Class C Driver's License and a satisfactory driving record are required at the time of appointment and as a continuing condition of employment.

**SELECTION PROCESS:** Candidate's whose education and experience appear to best meet the needs of the City will be invited to take a written exam. Those who pass the written exam will be invited to the Oral Board Interviews. A candidate must pass all components of the testing process to qualify for the position.

<b>Written Test:</b>	Weighted 40%	September 30, 2008
<b>Oral Interview:</b>	Weighted 60 %	October 14, 2008

After a conditional job offer is made, the candidate must pass a pre-employment background investigation and medical examination, including a drug/alcohol screen. Applicants with legal disabilities who require special testing arrangements must contact the Human Resources at least five (5) days prior to the examination date. THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT AND ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE. THE CITY OF MONTEREY PARK DOES NOT DISCRIMINATE AGAINST MINORITIES, WOMEN OR PERSONS WITH LEGAL MENTAL OR PHYSICAL DISABILITIES. THE CITY OF MONTEREY PARK IS AN EQUAL OPPORTUNITY EMPLOYER.

Following is a summary of the provided benefits. For further information, refer to the unit's Salary Resolution or Memorandum of Understanding.

- **HOLIDAYS:** 112 hours of paid holidays per year.
- **VACATION:** 80 hours of vacation each year plus eight additional hours for each year served beginning with the employee's sixth anniversary to a maximum of 200 hours per year.
- **SICK LEAVE:** 88 hours of sick leave (7.34 hours per month). Cash out and reimbursement options are available with restrictions. Automatic enrollment in catastrophic leave bank.
- **CASH OUT OF ACCRUED LEAVE:** An employee may elect to cash out up to 60 hours of vacation and/or holiday leave.
- **MEDICAL INSURANCE:** The City contributes up to \$625.00/mo toward medical insurance for employees, eligible dependents and retirees. Employees have a variety of medical insurance plans to choose from. Those who waive City-paid medical coverage & present proof of insurance in a non-City employee's health insurance plan will receive \$175/mo. cash in lieu.
- **DENTAL INSURANCE:** The City contributes up to \$50.00/mo toward dental insurance for the employee & eligible dependents.
- **VISION INSURANCE:** The City contributes up to \$10.00/mo toward vision insurance for employee and eligible dependents.
- **LIFE INSURANCE:** The City provides a \$50,000 life insurance policy. Additional life insurance is available.
- **LONG TERM DISABILITY INSURANCE:** The City pays the premium for long-term disability insurance for the employee.
- **RETIREMENT:** Employees are covered by the Public Employee's Retirement System at, 2.5% @ 55, single highest year. Of the 8% member contribution, the City pays 5% on the employee's behalf, the employee pays 3%. The City does not participate in the Social Security System, except for the mandatory 1.45% Medicare contribution.
- **EMPLOYEE ASSISTANCE PROGRAM:** Regular, full-time employees are eligible for participation in the Employee Assistance Program that provides confidential counseling and consultation services for family, stress, financial and legal issues.
- **MEDICARE:** Employees pay the mandatory 1.45% contribution.
- **CREDIT UNION:** F & A Credit Union is available to employees.
- **AGENCY SHOP:** Positions in this collective bargaining unit are required to join the Union or pay an equivalent service fee.
- **DEFERRED COMPENSATION:** Available to all employees who wish to participate.
- **BILINGUAL PAY:** \$50.00/month for the ability to speak a qualified second language. An additional \$50.00/month available for the ability to translate documents in a qualified second language.
- **TUITION REIMBURSEMENT:** Those who pass probation are eligible for limited reimbursement for approved courses & books at Cal-State LA University rates.
- **EMPLOYEE COMPUTER LOAN:** Those who pass probation are eligible for a \$2,500 interest free loan to purchase a computer.
- **DRUG/ALCOHOL FREE WORKPLACE:** It is the policy of the City of Monterey Park to maintain a drug and alcohol free workplace. Applicants for City employment are expected to comply.
- **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** In compliance with IRCA of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

**THE CITY:** The gateway to the San Gabriel Valley, Monterey Park is located six miles east of the Los Angeles Civic Center and encompasses an area of 7.72 square miles with approximately 64,000 residents. Development within the City consists primarily of suburban residential neighborhoods balanced by commercial facilities. Monterey Park is bordered by the San Bernardino, Long Beach and Pomona freeways, and offers many economic and cultural advantages. Only a few minutes away are mountains, major sport event facilities and cultural attractions. In the City itself, newcomers may choose from hillside homes with spectacular views, family homes on pleasant, tree-lined streets and apartments or condominiums. The educational opportunities from kindergarten to university present some of the best in Los Angeles County. East Los Angeles College is located within the City limits and California State University at Los Angeles is located on the City's northern boundary. The City contains two hospitals, 14 parks and facilities, baseball diamonds, tennis courts, gymnasiums, swimming pools and a golf course. City employees can enjoy a variety of authentic culinary delights from the over 100 restaurants in the City and shopping experiences in the over 75 multi-cultural specialty stores throughout the City.

## **7-08 SEIU**



**City of Monterey Park**  
320 W Newmark Avenue  
Monterey Park, CA 91754-2896