



*The City of Coronado is Accepting Applications for the Position of:*

## **Library Assistant II**

**Annual Salary: \$46,294-\$59,084**

### **The Department:**

The mission of the Coronado Public Library is “to support and reinforce City-wide operations with the goal of developing its most valuable resource – its people.”

The Department of Administrative Services is responsible for the divisions of Finance, Human Resources, and Information Technology. The employees in the department support and reinforce City-wide operations with the goal of developing its most valuable resource – its people. This goal is jointly accomplished through the preservation of the City’s financial resources; the commitment to attract and retain a skilled workforce; and the effective management of the City’s information systems.

### **Ideal Candidate:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Experience:**

At least two years of increasingly responsible library support experience. At least two years of increasingly responsible professional support experience in marketing or graphic design is preferred. Prior experience in library or cultural arts support, or exhibit planning is highly desired.

### **Education/Training:**

Equivalent to the completion of the twelfth grade. College level course work in library science or a related field is desirable.

**License and Certificates:**

Possession of a valid Class C California Driver's License with a safe driving record.

**Desired Qualifications:**

Bilingual in Spanish and English is preferred.

**What Coronado Has to Offer:**

Rich benefit package including a monthly cafeteria allotment of \$1,562, deferred comp, tuition reimbursement, group term life and short-term and long-term disability coverage, an employee assistance program, and more.

The Retirement Benefit Formula for Classic CalPERS Members is 3 at 60.

The Retirement Benefit Formula for PEPRA CalPERS Members is 2 at 62.

Valuable experience and engaged leadership in a supportive community environment.

Access to community pool and gym.

Up to \$1,000 tuition reimbursement annually, excess expenses may rollover to subsequent years.

**The Coronado Community:**

Rich in history, natural beauty and a charming ocean village atmosphere, Coronado is most deserving of its royal "nickname" - the Crown City.

Surrounded by the Pacific Ocean, Glorietta Bay and San Diego Bay, this picturesque seaside resort destination is linked to the Southern California coastline and the city of San Diego by the graceful and stately San Diego - Coronado Bridge, and to the south by a narrow strip of land known as the Silver Strand.

This uniquely enchanting city which measures 13.5 square miles, is home to some of the world's most pristine beaches, 18 public parks, an 18-hole golf course, tennis courts, public pool and recreation facilities, as well as dedicated bicycle paths.

This vibrant, thriving community welcomes more than 2 million visitors annually to soak up the sun and the sand while enjoying the lush surroundings and village appeal of Coronado. With 15 hotels, including amongst them three world class resorts, 1,900 hotel rooms, and many highly acclaimed restaurants, this island community has a resident and Navy population of approximately 23,000 as well as a flourishing tourist population. Coronado is also home to Naval Air Station North Island, Coronado (NASNI) Naval Amphibious Base Coronado (NAB) and Silver Strand Training Complex, Coronado, supported by nearly 20,000 military and civilian personnel.

**Examination & Selection Process:**

For more information, please contact the City of Coronado's Human Resources Division:

1825 Strand Way, Coronado, CA 92118 | (619) 522-7300 | [HR@Coronado.Ca.Us](mailto:HR@Coronado.Ca.Us)

**Application Review Phase:**

A completed City of Coronado employment application and resume must be received by the Human Resources Division by 5:30 PM PST on **Friday, October 1, 2021**. Applications will be reviewed on the basis of relevant education, training, and experience.

**Examination Process:**

Applicants considered most qualified will be invited to participate in a department interview (100%) which may include a written exam.

**Final Interview:**

The top candidates will be invited to a final interview with the Library Director, tentatively scheduled the week of October 11, 2021.

**Candidate Selected:**

Final candidate will be issued a conditional offer, subjected to the successful completion of background check and medical examination.

**Addition Information:**

All candidates who successfully obtain a 70% or above in each phase of the exam process will be placed on an eligibility list for a period of at least six months. The City of Coronado participates in E-Verify, all new employees are required to submit verification of legal right to work in the United States. The City of Coronado is an equal opportunity employer (EOE). Individuals with disabilities who will require reasonable accommodation in order to participate in any portion of the examination process may voluntarily request the accommodation from the City five working days prior to the requested accommodation. Documentation of the need for the accommodation may be required upon receipt of the request.