



## CITY OF TULELAKE

591 Main Street

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### **JOB DESCRIPTION**

#### **Temporary City Staff**

This is a dual position between the Tulelake Library and City Hall. Applicant must be flexible to work at each position as needed.

#### **Library duties to include, but are not limited to, the following:**

1. Issue library cards according to Siskiyou County Library guidelines
2. Place holds on books & movies for patrons
3. Shelf all library material
4. Answer reference questions or assist patrons in finding answers
5. Checking out books, movies, audio books & magazines
6. Some cleaning, including vacuuming, washing windows, and the library in general
7. Provide patrons with computer assistance
8. Assist Librarian when needed

#### **City Hall duties to include, but are not limited to, the following:**

1. Interact with public in receiving of monies and answering questions
2. Reconciling cash received daily, make remote deposit of customer checks and preparing the deposit for all cash received, as needed
3. Prepare work orders that may include garbage, water, sewer or repair issues
4. Assist with the City filing and answering and receiving phone calls
5. Interact positively with other City employees, Department Heads and various professionals and contractors
6. Assist with monthly billing and other City mailings
7. Assist with the planning of City events
8. Assist with City newsletter

9. Assist City staff with making copies and sending faxes

**Skills Required:**

1. Knowledge of Library operations sufficient to assist patrons as needed
2. Computer skills, including a working knowledge of Microsoft Word, Microsoft Excel and the ability to learn the KOHA (the library program) and CBSW (the City billing system)
3. Be able to work with the public with a pleasant attitude, even when it concerns a complaint
4. A willingness to work with children with patience, providing a pleasant atmosphere
5. Preferably a reader with the ability to help suggest books
6. Ability to work unsupervised
7. Basic English and Math Skills
8. Flexible to be on call as needed when not scheduled

**Other Information:**

- High School education
- Temporary position, hours will vary as needed
- Hours not to exceed 40 hours per pay cycle
- Cell phone usage should be limited to breaks and lunch break
- An employee who works 8 hours per day is allowed a one-hour lunch break (unless previously agreed upon with City Council). Per California Labor Code, employees are allowed two 15- minute breaks – one in the AM hours and one in the PM hours. If you work a four-hour shift, you are allowed one 15-minute break.
- Part-time employees and temporary employees who work less the 50% of a regular work schedule and who have worked for 30 days or more within a year of date of hire are eligible to receive a minimum of 3 days or 24 hours of sick leave per year.