



THE COUNTY OF STANISLAUS LIBRARY



Stanislaus County
now offers an employee
bonus worth up to
\$10,000 or 21
additional days of
leave time!*

**See inside for details*

Library Assistant I/II

\$40,560 - \$54,537 Annually

Please apply by October 1, 2025

ABOUT THE POSITION

Library Assistants serve the public at each library. The incumbent may be required to work evening and weekend hours. All libraries in Stanislaus County are currently closed on Sundays. The work location could be any one of the thirteen branches within Stanislaus County (Ceres, Denair, Empire, Hughson, Keyes, Modesto, Newman, Oakdale, Patterson, Riverbank, Salida, Turlock, and Waterford). The Modesto Library will be closed for renovation from November 30, 2024, and is anticipated to open summer 2026.

Library Assistants have varied responsibilities based on work assignment and location. They assist the public in the use of the library, including obtaining library materials and accessing library resources. They support library operations in the areas of circulation and cataloging, process library materials and customer requests, maintain library collections, and prepare, support, and implement library programs for children, teens and adults. Library Assistants may also supervise the operations of a branch library or a department within the library system. Staff permanently assigned to the Turlock, Salida, and Modesto public desk will be required to be passport agents.

Library Assistant II is distinguished from Library Assistant I in that the former performs the work at the journey level and may have supervisory responsibility for library support staff. Library Assistants acting as leads in community libraries without librarians who are assigned supervisory responsibilities, including evaluations, shall receive five percent (5%) assignment pay when performing in such capacity.

Applicants fluent in English and Spanish language skills are highly encouraged to apply. Additional compensation of \$1.00 per hour will be paid to eligible certified bilingual employees.



THE IDEAL CANDIDATE

The Stanislaus County Library is looking for individuals with excellent customer service, problem solving, and communication skills for the position of Library Assistant I/II to fill a current full-time vacancy in the Turlock Library. Candidates should be flexible and interested in being part of a team. The ideal candidate will provide high level customer service to a diverse community of Library users. Bilingual (Spanish/English) candidates are particularly encouraged to apply.

TYPICAL TASKS

- Prepare and conduct story time programs;
- Provide assistance to customers by explaining and demonstrating the use of the online catalog, the library classification system, the periodical and reference collections, and other print or electronic databases;
- Provide assistance to customers on public computers and demonstrate the use of library applications on mobile devices;
- Advise and assist customers on the availability of library material at sites within the library system, and at other libraries;
- Explain library procedures and policies;
- Search local collection and sources in answering branch or system reference inquiries;
- Assist customers with requests and provide information relating to their special interests, and furnish specific information about books, authors, publishers, e-resources, and electronic databases;
- Issue and renew library cards, check in and check out library materials, and collect fines and other fees;
- Process library requests received from throughout the library system;
- Provide supervision over support staff in maintaining efficient work flow;
- Incumbent assigned to a lead position provide supervision over all branch staff, which may include other Library Assistants,
- Complete performance evaluations of subordinate staff; and
- May work with children and teens fifty percent of the time.

MINIMUM QUALIFICATIONS

KNOWLEDGE

- Library terminology;
- Library practices and techniques, including online cataloging and the Dewey Decimal System;
- Types and uses of library materials;
- Computers, electronic databases, and e-resources; and
- Basic statistical techniques.

SKILLS/ABILITIES

- Establish and maintain record files;
- Use a computer effectively;
- Express oneself effectively both in writing and in public speaking;
- Mental acuity to perform the functions of this position in an accurate, timely fashion;
- Hear and understand speech at normal room levels and on the telephone;
- Manual dexterity necessary to perform the essential functions of the position;
- Observe system policies and procedures; and
- Make sound judgments and decisions under stress.

EDUCATION & EXPERIENCE

LIBRARY ASSISTANT I

- Two (2) years of experience in a public library;

OR

- College education may be substituted for the experience outlined above, on a year-for-year basis.

LIBRARY ASSISTANT II

- One (1) year of experience as a Library Assistant I or a comparable position in a public library;

OR

- A combination of training and experience sufficient to gain the requisite knowledge, skills, and abilities required for performing at the II level. Typically, this is acquired by one (1) year of experience at the Library Assistant I level. The County Librarian and the Chief Executive Office determine experience levels.

*Interested in learning more about the
Stanislaus County Library?
Scan the QR code*





**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.



JOIN OUR TEAM and receive a bonus worth **UP TO \$10,000!**

or 21 additional days of leave time!*

*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE NEW EMPLOYEES TO RECEIVE A BONUS WORTH
\$5,000 - \$10,000 OVER THREE ANNUAL INSTALLMENTS

YOU CHOOSE: One month's worth of

Scan the QR code with a camera
app to watch the Employee Choice
Bonus Plan video!



Cash Payout

Redo that kitchen
or paydown debt.

It's all yours.



Leave Time

Take a little extra time
off and enjoy yourself.

You've earned it.



Deferred Compensation

Reduce some taxable
income and receive it later.

Why not?

Employee Choice Bonus Plan

UNDERSTANDING THE DETAILS



JOIN OUR TEAM BY JUNE 30TH, 2026 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow those hired full-time on or before June 30, 2026, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



Option 1 **BONUS** **CASH PAYMENT**

(Default if employee declines to make a choice)

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



Option 2 **BONUS** **LEAVE TIME**

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



Option 3 **BONUS DEFERRED** **COMPENSATION** **CONTRIBUTION**

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.

Eligibility for Employee Choice Bonus Plan



- To receive each payment, you must be hired as a new full-time employee, and be active both on the vesting date and during the pay period in which the payment is issued.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2026, are eligible to receive future payments in accordance with their new hire date.

COMPENSATION & BENEFITS

Approximate Annual Base Salary:

\$40,560 - \$54,537

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County employees including:

Insurance: Extensive health, dental, and vision coverage options for employees and dependents

Deferred Compensation: 2% of base wages to 457 deferred compensation plan

Life and Disability Insurance: Term life insurance policy, as well as Accidental Death/Disability coverage

Vacation: Accruing biweekly, 120 hours in year one, 160 hours years two through 20 and 200 hours starting year 21. Vacation accruals subject to maximum limits. This position will also receive an additional 32 hours of special vacation leave per year, accrued biweekly

Holidays: 10 paid holidays annually

Sick Leave: Sick leave is accrued at a rate of 96 hours per year

RECRUITMENT INCENTIVES

Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,000 or 21 additional days of leave time! Visit stanjobs.org for details.

Career Ladders:

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization—from Accounting to Public Safety to IT.

Learning Institute:

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Classified Service of the County and is assigned to the Community & Health Services bargaining unit for labor relations purposes.

Individuals who are in a full-time classified position are required to serve a twelve-month probationary period, which may be extended an additional six months, for a total of eighteen months. The probationary period does not apply to unclassified positions.

Part-time extra-help is a provisional classification where permanent status may not be obtained. This position is subject to overtime, standby, shift, and callback assignments and will perform related duties as assigned.

This position is non-benefited except for participation in a 401a program with Nationwide. Incumbents may also be subject to overtime, standby, callback, weekend, holiday and shift assignments as identified in their MOU (Memorandum of Understanding).

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under the "Disability" tab.

APPLICATION PROCEDURES/FINAL FILING DATE: APPLY BY OCTOBER 1, 2025

Oral Examinations are tentatively scheduled for the week of October 5, 2025.

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Note: The eligible list generated from this recruitment will be used to fill future extra-help, part-time and full-time vacancies throughout Stanislaus County.

Resumes will not be accepted in lieu of a completed application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.