

The City of Mountain View Invites Applications for the Position of

## Hourly Police Assistant I – Library

**\$20.33 per Hour**

### **The Position**

The City of Mountain View seeks qualified applicants to fill the part-time position of Hourly Police Assistant. This Police Assistant position will work in the City of Mountain View Public Library under the supervision of the Police Department. Library Police Assistants work approximately 12 - 16 hours per week over two or three shifts and perform a wide variety of routine duties related to Field Services. Police Assistants receive direct supervision from both sworn and non-sworn personnel.

Typical responsibilities of the Library Police Assistant include performing duties assisting with Field Services and Library Administration Services. Duties include, but are not limited to: patrolling library floors and exterior of the building; enforcing library rules and assisting library staff in cases of minor problems; escorting library staff to vehicles at night; providing a direct link to the police department by requesting officers for reports or incidents as needed; conducting outreach to community members as a police department staff member; maintaining and distributing a cache of police department brochures and other information; answering questions from community members; communicating problems or concerns to library or police staff as necessary and performing other related duties as assigned. These positions are temporary and will begin in February and end on June 30, 2007.

There are three openings and the shift schedules are as follows:

Position 1 (14 hours).....Sunday 1:15pm – 5:15pm,  
Tuesday 3:15pm – 9:15pm, Friday 2:15pm – 6:15pm

Position 2 (12 hours).....Monday 3:15pm – 9:15pm,  
Wednesday 3:15pm – 9:15pm

Position 3 (12 hours)..... Thursday 3:15pm – 9:15pm,  
Saturday 12:15pm – 6:15pm

### **Minimum Qualifications**

Training and experience equivalent to graduation from high school and one year of work experience requiring public contact and interpretation of complex rules and regulations. Experience in a municipal police department is highly desirable as is the applicant's enrollment in a criminal justice degree program or other similar law enforcement degree program at an accredited college or university.

**Special License**

Possession of or ability to obtain a valid California Class C driver's license.

**Working Conditions**

Some assignments may involve weekend and /or evening shift work.

**To Apply**

Qualified applicants may obtain and file applications at the Employee Services Department, City of Mountain View, 500 Castro Street, Mountain View, California, 94041, (650) 903-6310 or you can apply on-line at: [www.mountainview.gov](http://www.mountainview.gov) . Applications will be accepted on an open/continuous basis until the position is filled.

**Selection Process**

Application screening will be part of the examination process. Based on the application screening, those candidates with the most relevant qualifications will be invited to participate in an oral interview (weighted 100 percent). Additionally, applicants will be required to pass an extensive background investigation (including a polygraph) prior to appointment. Depending on the number of applications, the above process may change. Applicants requiring special assistance in any phase of the application or testing process should advise the Employee Services Department upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).