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**Sonoma County Library  
Announces an Employment Opportunity**

**ADMINISTRATIVE SPECIALIST – LIBRARY COMMISSION  
FULL-TIME 40 HOURS PER WEEK**

Sonoma County Library is seeking a customer service-oriented individual with excellent project management skills, and solid communication, interpersonal relations, organizational, and problem solving skills to serve as the Administrative Specialist in support of the Library Commission and the Deputy Director.

**THE POSITION**

Supports operational activities of the Library Commission, and the Library Administration. Supports a broad range of management functions, including scheduling, minute-taking, electronic and print records maintenance, both internal and external communications, recruitment, and labor negotiations. Serves as liaison to the Library Commission.

**TYPICAL TASKS include but are not limited to:**

*Provides ongoing support for the Library Commission*

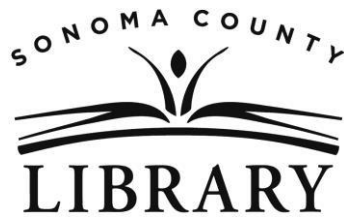
- Ensures all activities comply with the Brown Act.
- Coordinates preparation for and follow-up to meetings of the Library Commission, including the preparation and distribution of the Commission's meeting packet.
- Supports the Director's role as Clerk to the Library Commission.
- Coordinates Library Advisory Board (LAB) appointments, record-keeping, and public information.
- Coordinates Commission and LAB communication (letters, emails, telephone etc.) for the Director and Deputy Director.
- Develops and maintains a records management system for the Library.
- Monitors the Commission's projects and work plan and assists as needed.
- Oversees the review schedule of library policies.
- Prepares and distributes correspondence from the Commission.

*Provides ongoing support for the Deputy Director*

- Provides administrative support to the Deputy Director, including preparing documents and correspondence, scheduling and making arrangements for meetings and appointments, and maintaining confidentiality of documents, records, communications, and information.
- Maintains accurate administrative records and files.
- Attends meetings of the Library Management Team and others, assists in the preparation of minutes.
- Assists in planning and scheduling activities.
- Compiles and reports operational statistics, including preparation of statistical reports to the Library Commission and outside agencies.
- Assists in the development and review of Library policies and procedures, including distribution and

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**D I S C O V E R   ▪   L E A R N   ▪   S H A R E**



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ensuring ongoing availability in electronic and paper form.

- May perform administrative and programmatic work in such areas as reporting, grants, purchasing, database management, contract administration, management analysis, public information, and program evaluation.
- Communicates orally, in writing, or through graphic representations and statistical summaries with colleagues, managers, employees, the public, organized employee groups, and representatives of various organizations.

## **KNOWLEDGE AND ABILITIES**

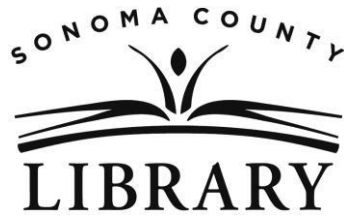
### **Knowledge of:**

Principles, practices, and techniques of library management and the administrative coordination of library and information services; organization and function of public agencies, including the role of an elected Library Commission and appointed advisory boards, applicable laws, codes, regulations, policies, technical processes, and procedures related to public agency governance and operations such as the Brown Act and Public Records Act; research methods, search techniques, and internet resource identification including online catalogs and databases; principles, practices, and techniques of public relations, community outreach, and service promotion; project coordination and implementation procedures; modern office administrative and secretarial practices and procedures, including the use of standard office equipment; principles and practices of data collection and report preparation; techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Library staff.

### **Ability to:**

Perform responsible administrative and management support work with accuracy and minimal supervision; develop well-defined goals, coordinate diverse functions, and effectively organize work to achieve objectives with attention to timeline and budget; actively participate in management team activities, contributing to deliberations, adding value to discussions as appropriate, offering support and assistance where needed, and keeping members informed of status of projects and relevant issues; prepare written communications, project documentation, reports, and presentations, organize, maintain, and update office database and records systems; analyze and resolve office administrative and procedural concerns and make process improvement changes to streamline procedures; use English effectively to communicate in person, over the telephone, and in writing; use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work; maintain confidentiality of sensitive information; adjust to changing priorities; work to well-defined goals, coordinate diverse functions, and effectively organize work to achieve objectives; analyze situations and data and make sound decisions; maintain confidentiality of sensitive information; adjust to changing priorities; explain policies and procedures to patrons and staff; use initiative and independent judgment within established procedural guidelines; maintain accurate records and files; prepare clear and concise reports and other written material, including tables, charts, graphs, and presentations; use a range of hardware and software, including learning advanced skills and ability to create and maintain web resources; interact and communicate tactfully and professionally with a wide range of people; maintain confidentiality of sensitive information regarding business/financial operations, recruitment, and labor negotiations.

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**MINIMUM QUALIFICATIONS:**

**Education and Experience:** Graduation from an accredited four-year college or university with major coursework in library science, education, business or public administration, finance, human resources, management, or a related field, and two (2) years of administrative experience, preferably in a library setting; possession of a valid California Driver's License

**SALARY RANGE:** \$32.57/hour to \$40.67/hour

**CLOSING DATE:** 5:00 pm, Monday, April 19, 2021

**APPLICATION PROCESS:** Please go to <https://www.calopps.org/sonoma-county-library> to apply. Applications must be complete and submitted by the final filing date in order to be considered.

**Resumes will not substitute for a completed application.**

The application process may contain one or more of the following steps: a supplemental application, written test(s), skills assessment(s), and/or oral examination(s).

**EMPLOYMENT INFORMATION:**

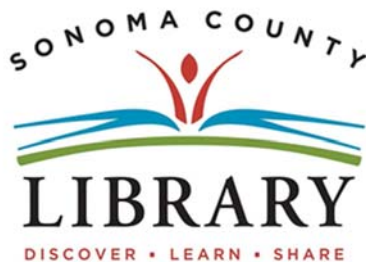
Employment offers will be contingent upon a successful pre-employment verification/criminal records clearance. Having a criminal record will not necessarily disqualify an applicant from employment.

**RECRUITING PROTOCOL IN RESPONSE TO CORONAVIRUS COVID-19:**

Pursuant to California Governor Newsom's Executive Order N-29-20 issued on March 17, 2020, and all applicable COVID 19 Shelter in Place Orders issued by the Sonoma County Health Officer, the recruiting process including interviews, testing, etc. will be held via teleconference or online, if possible, unless changes occur in the state and/or county health order.

**REQUEST FOR ACCOMMODATION:** Sonoma County Library will make reasonable accommodations in the recruitment process to accommodate applicants with disabilities. If you are invited to participate in an examination or interview and have a disability for which you require an accommodation, please contact the Human Resources Department at (707) 545-0831 extension 1591 to make arrangements for your accommodation. Requesting accommodations at least 3 working/business days before the scheduled event will help to ensure availability. For further information regarding disability accommodations provided by the Library and related matters, see the Library's website at <https://sonomalibrary.org/accessibility>.

*Sonoma County Library values diversity, empowerment, community, unity, kindness, connection, and equity. We are committed to diversity and inclusion in the recruiting and hiring of staff.*



**OCTOBER 2015  
FLSA: NON-EXEMPT**

## **ADMINISTRATIVE SPECIALIST**

### **DEFINITION**

Under general supervision, provides excellent customer service, performs a variety of paraprofessional administrative and specialized program support duties of considerable complexity requiring thorough knowledge of the assigned program or department, its procedures, and operational details; provides administrative support to management, departmental staff, and professional library staff; performs research on a wide variety of special and ongoing projects; composes and prepares correspondence, reports, and presentations using considerable judgment in content and style; plans, organizes, and coordinates program activities; provides assistance for a wide variety of assignments related to the administration of grants, personnel, accounts/budgets, contracts, research projects, and department programs; and performs other duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or management staff. May provide training and work direction to support staff, contractors, and/or volunteers.

### **CLASS CHARACTERISTICS**

This is a journey-level class, responsible for performing complex administrative and program support duties, including assisting in department-related projects and programs. Employees at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. Incumbents are typically responsible for the coordination of a program or activity, under the oversight of a member of management, who establishes the policy and working procedures of the function. Employees in this classification may coordinate and lead the work of support staff, contractors, and volunteers. This class is distinguished from the Accounting Coordinator in that the latter performs a variety of technical, accounting, and administrative duties in support of Library financial functions such as processing accounts receivable and accounts payable.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides administrative support to managers and departmental staff by assisting with duties of a complex nature; acts as a liaison between management, library staff, and the public in support of library programs; participates in meetings and presents data to assist managers in making operational and administrative decisions.
- Schedules and/or coordinates program and departmental activities and meetings, including preparing agendas and informational packets, arranges for necessary room set-up and

materials to be available at meetings, taking minutes, assigning action items, and maintaining calendars.

- Assists or administers assigned department projects and/or programs as assigned by management staff; provides assistance to department staff in various research and department-related projects.
- Confers with management professionals and others in order to gather necessary information to assist in the preparation of narrative and statistical reports and resulting recommendations.
- Trains or orients staff and others in assigned areas in program activities, and in the use of documents, data, or library automated systems; researches and corrects problems.
- Tracks expenditures and monitors program and/or departments budgets; reviews and submits invoices; participates in and coordinates purchasing for the program and/or department.
- Assists in reviewing and monitoring federal, state, and other grant programs; assists in preparing or coordinating applications for such grants; assists in the bidding and contracting process including contract review and monitoring activities.
- Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area; checks and tabulates standard mathematical or statistical data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Composes, types, edits, and proofreads a variety of complex documents, including forms, memos, administrative, statistical, financial, and staff reports, and correspondence for department staff from rough draft, dictation equipment, handwritten copy, verbal instructions, or from other material using a computer; inputs and retrieves data and text using a computer terminal; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections.
- Prepares and processes reports, forms, and grant applications; creates records, requests for payments, purchase orders, invoices, contracts, and agreements.
- Develops and implements filing, indexing, tracking, and record-keeping systems; researches records within areas of assigned responsibility to prepare reports and provides follow-up information to customer and staff inquiries.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Monitors and orders office and other related supplies; prepares, processes, and tracks purchase requisitions for services and materials; receives vendor invoices; prepares request for payment for department head approval.
- Acts as a department representative within community groups to relay or obtain relevant information regarding departmental activities.
- Coordinates and integrates department services and activities with other Library departments, programs, and outside agencies.
- Operates a variety of standard office equipment, including job-related computer hardware and software applications, copiers, postage meters, facsimile machines, multi-line telephones, and transcription equipment; may operate other department-specific equipment.
- Assists in various aspects of general administrative processes such as purchasing, facilities, operations, office automation, safety, personnel, customer service, and public information.
- Communicates orally, in writing, or through graphic representations and statistical summaries with colleagues, managers, employees, the public, organized employee groups, and representatives of various organizations.
- Performs other duties as assigned.

## **COMPETENCIES**

### **Knowledge of:**

- Principles and practices of library administration management and government.
- Basic principles, practices, and procedures of funding sources and grant funds disbursement.
- Project and/or program coordination, research processes, and report preparation techniques.
- Municipal programs such as, but not limited to, purchasing, finance, budgeting, and other related governmental programs.
- Organizational practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Basic principles and practices of public administration as applied to operational unit and library program administration.
- Basic principles and practices of fund accounting and public agency budgeting.
- Research and reporting methods, techniques, and procedures.
- Sources of information related to a broad range of library programs, services, and administration.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Public relations techniques.
- Principles and practices of contract administration and evaluation and budget tracking.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned program or department.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Library in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Library staff.

### **Ability to:**

- Assist in the development of goals, objectives, policies, procedures, and work standards for the department.
- Coordinate and oversee programmatic administrative, budgeting, and fiscal reporting activities.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Conduct research on a wide variety of administrative topics including grant funding, contract feasibility, budget and staffing proposals, and operational alternatives.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.

- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## **QUALIFICATIONS**

### **Education and Experience:**

Equivalent to graduation from an accredited four-year college or university with major coursework in library science, education, business or public administration, finance, human resources, management, or a related field, and two (2) years of administrative or programmatic experience.

### **Licenses and Certifications:**

None.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office and library setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone. This classification primarily works indoors and requires movement between work areas. Finger dexterity is needed to access, enter, and retrieve materials and data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports, records, and materials that typically weigh less than twenty-five (25) pounds.

## **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

## **WORKING CONDITIONS**

May be required to work flexible schedules including evenings and weekends.