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**Sonoma County Library**  
**Announces an Employment Opportunity**

**ADULT SERVICES ADMINISTRATOR (LIBRARIAN IV) - HEADQUARTERS**

**40 HOURS PER WEEK – FULL TIME**

We are seeking a customer service driven professional for our full-time Adult Services Administrator opening at our Library Headquarters in Rohnert Park. This position will primarily focus on adult services for the entire Sonoma County Library system. Please complete the supplemental questionnaire.

**THE POSITION:**

Please see the attached job specifications for full details about this position.

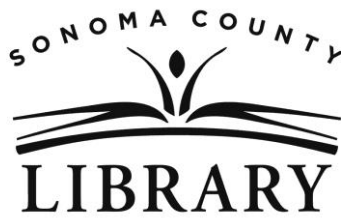
Under general direction, the Adult Services Administrator develops and coordinates innovative methods of service delivery of Sonoma County Library's programs and services to adults— including public programming and community outreach— throughout the Sonoma County Library service area. Facilitates and supports the Division's work by coordinating all adult related activities and by providing professional-level resources for organization, managerial and operational analyses and studies; acts as an integral member of the library management team; and performs related work as required.

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

- Provides countywide leadership and direction for the development and management of services to adults of all ages.
- Maintains liaison with other governmental and educational agencies, nonprofit organizations and associations, community groups that work with adults, post-secondary and technical schools, and special libraries.
- Leads adult services staff in the development of innovative methods of service to adults; provides in-service training, public programming and community outreach, public and post-secondary school relations, and reference and readers' advisory service, including public programming and community outreach.
- Provides orientation and instructional programs for new professional and paraprofessional staff.
- Develops, implements, and evaluates services and programs for adults.
- Conducts a variety of analytical and operational studies regarding policies and procedures; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative and/or operational changes after approval.

**KNOWLEDGE OF:**

- Principles, techniques, and practices of library science and information services, particularly as they relate to adults.
- Budget development, project management, program development and administration.



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- Principles, practices, procedures, techniques, and materials of professional library work, including library reference, collection development, and other professional library services.
  - Recent technological, professional, and societal developments, current literature, and sources of information related to library services to adults.

**ABILITY TO:**

- Hire, train, supervise, motivate, and evaluate assigned staff.
- Identify the needs of the public and participate in collection development by evaluating and recommending materials for acquisition.
- Use computer and other technology, including software, hardware, and the Internet sufficient to be able to assist customers, conduct research, prepare reports, and use email and other communications technologies.
- React tactfully and diplomatically during interactions with staff, the public, community groups while appropriately adhering to and enforcing sound library policies, procedures, and practices.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:** Master of Library and Information Science (MLIS), Master of Library Science (MLS), or Master of Science in Library Science (MSLS) degree from an accredited college or university; five (5) years of appropriate experience as a professional librarian in a library of recognized standing, the last three of which shall have been in positions of increasing responsibility; or an equivalent combination of education and experience. Spanish bilingual skills are desired.

**Licenses and Certifications:** Must possess and maintain a valid California Class C Driver License.

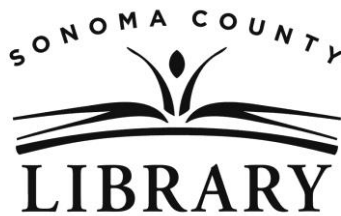
**SALARY RANGES:** \$47.18/hour to \$58.92/hour plus benefits

**CLOSING DATE:** 5:00 PM, Friday, February 4, 2022

**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. Incomplete and/or inaccurate applications may result in disqualification from the recruitment process.

**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).



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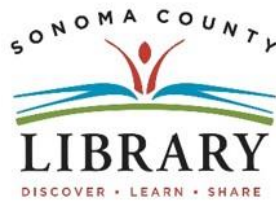
**EMPLOYMENT INFORMATION:** Employment offers will be contingent upon a successful pre-employment verification/criminal records clearance. Having a criminal record will not necessarily disqualify an applicant from employment.

**IMPORTANT INFORMATION:** Sonoma County Library has adopted a vaccination and testing policy to help mitigate transmission of COVID-19. All Sonoma County Library employees will be required to either have documented proof of full COVID-19 vaccination on file or consent to weekly COVID-19 testing.

**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 as soon as possible 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.*



Est. Jan 2018  
FLSA: EXEMPT

## **ADULT SERVICES ADMINISTRATOR (LIBRARIAN IV)** Non-Represented

### **DESCRIPTION**

Under general direction, the Adult Services Administrator develops and coordinates innovative methods of service delivery of Sonoma County Library's programs and services to adults—including public programming and community outreach— throughout the Sonoma County Library service area. Facilitates and supports the Division's work by coordinating all adult related activities and by providing professional-level resources for organization, managerial and operational analyses and studies; acts as an integral member of the library management team; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from a Division Manager, Library Director, or other management staff. Provides direction or general supervision to professional, technical, and paraprofessional staff and volunteers.

### **CLASS CHARACTERISTICS**

This is the managerial-level class in the professional Librarian series. Incumbents fill a highly specialized system-wide library assignment that requires substantial specialized skills and experience combined with specific knowledge and qualifications. Incumbents are expected to assume policy oversight and ultimate overall authority for an entire and major system-wide function. Employees in this classification may lead specific Library services as subject matter experts. At this level, incumbents are expected to take initiative in developing recommendations to assist in improving library services and operations, and to develop a service plan for the area of responsibility. This class is distinguished from Division Manager in that the latter has full management responsibility for an entire Library Division.

### **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 countywide leadership and direction for the development and management of services to adults of all ages.
- Maintains liaison with other governmental and educational agencies, nonprofit organizations and associations, community groups that work with adults, post-secondary and technical schools, and special libraries.
- Leads adult services staff in the development of innovative methods of service to adults; provides in-service training, public programming and community outreach, public and post-secondary school relations, and reference and readers' advisory service, including public programming and community outreach.

- Provides orientation and instructional programs for new professional and paraprofessional staff.
- Develops, implements, and evaluates services and programs for adults.
- Conducts a variety of analytical and operational studies regarding policies and procedures; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative and/or operational changes after approval.
- Performs outreach to the community, community organizations, and post-secondary schools and libraries.
- Informs community members and organizations about library services, programs, and collections to generate public support for library and fundraising efforts
- Makes and maintains positive ongoing relationships with external groups in order to identify community needs and enhance public service and changing technology and information services, and plans how to address needs and implement changes.
- Develops, implements, and evaluates services and programs for adults.
- May oversee the History & Genealogy section, which includes proper preservation, storage, and presentation of historical documents and information.
- Plans, directs, coordinates, and reviews the day-to-day work of assigned staff who support the Adult Literacy Program and History & Genealogy Library, meets with staff to identify and resolve problems; prioritizes work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Participates in system wide budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures; directs budget planning and performs grant-writing activities for assigned area.
- Participates in the selection, direction, and supervision of staff; assigns and schedules work and evaluates direct report staff performance.
- Serves on a variety of task forces and committees.
- Enforces rules related to library patronage and borrower policies.
- Responds to suggestions, requests, or concerns from library users or community members.
- Participates in staff development activities to remain knowledgeable in technological advances that impact library services
- Represents the Library at professional meetings as required.
- Compiles library activity reports and statistics.
- Performs other duties as assigned.

### **QUALIFICATIONS:**

#### **Education and Experience:**

Master of Library and Information Science (MLIS), Master of Library Science (MLS), or Master of Science in Library Science (MSLS) degree from an accredited college or university; five (5) years of appropriate experience as a professional librarian in a library of recognized standing, the last three of which shall have been in positions of increasing responsibility; or an equivalent combination of education and experience.

### **LICENSES**

Must possess and maintain a valid California Class C Driver License.

## **COMPETENCIES**

### **Knowledge of:**

- Principles, techniques, and practices of library science and information services, particularly as they relate to adults.
- Techniques and practices of adult services, including provision or reader's advisory services.
- Budget development and project management.
- Program development and administration.
- Analytical processes and report preparation techniques.
- Staff supervision, training, and performance evaluation.
- Principles, practices, procedures, techniques, and materials of professional library work, including library reference, collection development, and other professional library services.
- Principles, practices and techniques of public relations, community outreach, and service promotion.
- General library materials selection, de-selection, and weeding standards.
- Library services and available resources.
- Techniques for promoting and publicizing library services, programs, and events.
- Recent technological, professional, and societal developments, current literature, and sources of information related to library services to adults.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record keeping principles and procedures.
- Modern office practices and technology, including personal computer hardware and software 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, various business, professional, educational, and regulatory organizations, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, local municipalities, and Library staff.

### **Ability to:**

- Serve as the subject expert in a highly specialized field.
- Hire, train, supervise, motivate, and evaluate assigned staff.
- Perform detailed reference searches using online, print, and other methods.
- Identify the needs of the public and participate in collection development by evaluating and recommending materials for acquisition.
- Explain policies and procedures to staff.
- Use initiative and independent judgment within established procedural guidelines.
- Organize own work and set priorities.
- Maintain accurate records and files.
- Prepare clear and concise reports and other written materials.
- Use computer and other technology, including software, hardware, and the Internet sufficient to be able to assist customers, conduct research, prepare reports, and use email and other communications technologies.

- React tactfully and diplomatically during interactions with staff, the public, community groups while appropriately adhering to and enforcing sound library policies, procedures, and practices.
- Make sound, independent decisions within established policy and procedural guidelines.
- 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.
- Other duties as assigned.

### **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; and the ability to operate a motor vehicle to travel to various branches, meeting sites, educational institutions, and community events. This classification primarily works indoors and requires movement between work areas. Finger dexterity 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. May push and pull carts and shelving units weighing up to fifty (50) pounds. Positions in this classification occasionally shelf books and 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.