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**Sonoma County Library  
Announces an Employment Opportunity**

**BRANCH MANAGER- ROHNERT PARK/COTATI  
40 HOURS PER WEEK – FULL TIME**

**THE POSITION:**

Please see the attached job specifications for full details about this position for the Rohnert Park Cotati Regional Library.

Under the general supervision of the Public Services Division Manager, the Branch Manager provides excellent customer service, directs the day-to-day operations and activities of a regional branch library; evaluates the effectiveness of programs and services; develops related goals and objectives; supervises and coordinates staff and activities; provides professional library services including reference, readers' advisory, collection development, and cataloging; and performs related duties as required.

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

- Manages the day-to-day operations of a branch library including staff, materials, and facilities
- Schedules, trains, supervises and evaluates professional and support staff
- Oversees or participates in the recruitment, training and scheduling of volunteers
- Directs and coordinates activities of a branch library in conjunction with system policies and regulations
- Makes budget recommendations and monitors the branch library budget
- Participates in promotional and public relations tasks, such as creating interest in library services, and creating and implementing strategies for improving awareness of library services

**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 and five (5) years of experience as a professional librarian, including two (2) years at a lead, supervisory, or managerial level.

**Licenses and Certifications:**

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

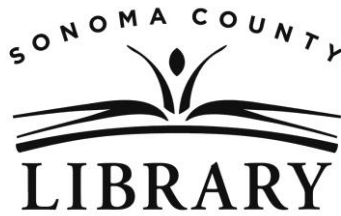
**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Principles and practices of library policies, program planning and implementation, systems development, and library operational trends and practices
- Principles, practices, procedures, techniques, and materials of professional library work, including library reference, collection development, and other professional library services

[www.sonomalibrary.org](http://www.sonomalibrary.org)

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



- Principles of supervision and training, including work planning, assignment, performance review, discipline, and the training of staff in work procedures
- Current and new technologies and electronic resources related to library services
- Sound budgetary practices and development, monitoring, and implementation of a program budget

**Ability to:**

- Assist in developing goals, objectives, policies, procedures and work standards, and to oversee and coordinate library collection development and management activities
- Supervise, train, motivate, and evaluate staff
- Identify the needs of the public and develop, implement, and manage assigned programs, service areas, policies, procedures, and/or material collections
- Work closely and effectively with public officials, community groups, staff, volunteers, Library Advisory Boards, Friends of the Library, and the general public
- 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

**SALARY RANGES:**                **\$88,961.60 to \$111,092.80 annually plus benefits**

**CLOSING DATE:**                **5:00 p.m., Tuesday, May 25, 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).

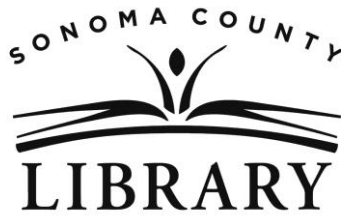
**EMPLOYMENT INFORMATION:**

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.

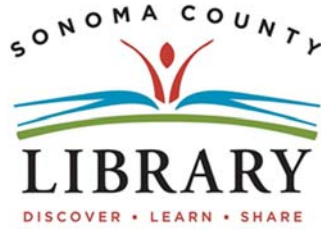
**REQUEST FOR ACCOMMODATION:** Sonoma County Library will make reasonable accommodations in the recruitment process to accommodate applicants with disabilities. If you are invited to participate in an examination or interview and have a disability for which you require an



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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.*



OCTOBER 2015  
FLSA: EXEMPT

## **BRANCH MANAGER**

Represented

### **DEFINITION**

Under general direction, provides excellent customer service, directs the day-to-day operations and activities of a regional branch library; evaluates the effectiveness of programs and services; develops related goals and objectives; supervises and coordinates staff and activities; provides professional library services including reference, readers' advisory, collection development, and cataloging; and performs related duties as required. May perform grant writing activities as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Division Manager, Public Services. Exercises direct and/or general supervision over professional, technical, and paraprofessional staff and volunteers.

### **CLASS CHARACTERISTICS**

This is a management class within the bi-level Branch Manager series responsible for overseeing a branch library within the Sonoma County Library system. Incumbents are responsible for supervising professional and support staff and for providing autonomous operational support to the assigned branch. Responsibilities are defined by overall objectives. Incumbents perform professional librarian duties and exercise initiative and considerable independent judgment in the application of policies and procedural guides. The work requires a broad knowledge of professional methods and techniques to serve communities with differing needs and interests and to engage in collection administration and maintenance activities. Positions in this class are responsible for the formulation and administration of procedures, and programs for the branch, as well as system-wide policies and programs through participation on the Public Services Management Team (PSMT). Performance expectations of this class include the recommendation and implementation of new programs and services within a defined framework. This class is distinguished from the Central Branch Manager class in that the latter is assigned as manager of the system's major resource library, Santa Rosa Central Library, with a wider scope of responsibilities including system-wide services.

### **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.*

- Manages the day-to-day operations of a branch library including staffing, materials management, and facilities management.
- Participates with other Branch Managers and Division Managers in formulating branch library goals, plans and procedures; makes budget recommendations and monitors the branch library budget.
- Participates on the Public Services Management Team (PSMT) in formulating system-wide public services procedures.
- Supervises directly, and through subordinate supervision, the professional and support staff of a branch library; trains, evaluates, and schedules assigned staff; recommends staff selection and disciplinary action when appropriate.
- Oversees or participates in the recruitment, training and scheduling of volunteers; trains and recognizes volunteers and supports related Friends of the Library activities.

- Analyzes diverse and changing community interests and makes recommendations to ensure that library collections and services are relevant, current and easily accessible to the community.
- Provides assistance to and advises patrons, including children, young adults, adults, and senior citizens in the effective use of Library collection, facilities and services; demonstrates the use of library resources, tools, equipment, and electronic reference sources; assists with digital downloads.
- Answers readers' advisory and general reference questions from telephone, webpage and in-person queries by accessing a variety of print and non-print resources, including electronic resources.
- Reviews new publications and collection materials and selects materials and resources for acquisition or disposition as appropriate.
- Enforces rules and oversees the consistent enforcement of rules related to library patronage and borrower policies.
- Participates in promotional and public relations tasks; performs promotional work in creating interest in library services; creates and implements strategies for improving awareness of library services.
- Directs and coordinates activities of a regional branch library in conjunction with system policies and regulations; recommends changes to library practices, policies, and procedures.
- Monitors the condition and security of branch and rural facilities, grounds, and equipment; determines need for repairs and improvements in cooperation with facilities maintenance.
- Answers questions related to library policies and procedures and resolves disputes with library patrons.
- Reviews, selects and recommends de-selection of books, reference materials, electronic media, and other library materials.
- Maintains accurate records and files; prepares deposit records, reports, correspondence, and other written materials.
- Leads or participates in meetings, committees, or projects intended to enhance services.
- Responds to suggestions, requests, or concerns from staff, library users or community members.
- Represents the branch at professional meetings as required.
- May participate in circulation functions at a public service desk as needed.
- May perform grant writing activities as required.
- Performs other duties as assigned.

## COMPETENCIES

### **Knowledge of:**

- Principles and practices of library policies, programs, program planning and implementation, systems development, and library operational trends and practices.
- Principles of supervision and training, including work planning, assignment, performance review, discipline, and the training of staff in work procedures.
- Sound budgetary practices and development, monitoring, and implementation of a program budget.
- Principles, practices, procedures, techniques, and materials of professional library work, including library reference, collection development, and other professional library services.
- Principles, techniques, and procedures in cataloging, indexing, classifying, and organizing library materials.
- Principles, practices and techniques of public relations, community outreach, and service promotion.
- Principles and techniques used in bibliographic research.
- General library materials selection standards.
- Library services and available resources.
- Techniques and practices of adult, young adult and children's services, including provision of readers' advisory services, and programming.
- 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.

- 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 providing a high level of customer service by effectively dealing with the public, vendors, contractors, local municipalities, and Library staff.

**Ability to:**

- Manage the operations of a regional branch library.
- Assist in developing goals, objectives, policies, procedures and work standards and to oversee and coordinate library collection development and management activities.
- Identify the needs of the public and develop, implement, and manage assigned programs, service areas, policies, procedures, and/or material collections.
- Plan and conduct effective management, administrative and operational studies.
- Organize own work and the work of others, set priorities, and meet deadlines.
- Interpret, explain, and apply all relevant Library policies and procedures, and applicable Federal and State laws, codes, and regulations.
- Hire, train, supervise, motivate, and evaluate assigned staff.
- Perform professional library tasks as assigned including reference, readers' advisory, program and service development, and collection development.
- Explain policies and procedures to patrons and staff.
- 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 with those contacted in the course of work.

**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 and five (5) years of experience as a professional librarian, including two (2) years at a lead, supervisory, or managerial level.

**Licenses and Certifications:**

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

### 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 in order 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 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 frequently bend, stoop, kneel, and reach to retrieve and shelve materials. Incumbents must possess the ability to lift, carry, push, and pull items, storage containers, and shelving units weighing an average of 20 pounds, and up to 50 pounds of weight, in order to move materials from one place to another, with the aid of lifting/moving equipment.

### ENVIRONMENTAL ELEMENTS

Employees primarily work in an office/library 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.