

**Sonoma County Library
Announces an Employment Opportunity**

**CENTRAL BRANCH MANAGER – CENTRAL SANTA ROSA LIBRARY
40 HOURS PER WEEK – FULL-TIME**

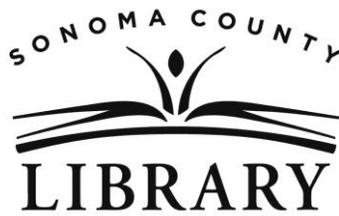
THE POSITION:

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

We are seeking a full-time manager to oversee the Central Santa Rosa Library, the county's major resource library, and the Sonoma County History and Genealogy Library. This position supervises and coordinates staff and activities; provides professional library services including reference, readers' advisory, and collection development; and actively participates on the Public Services Management Team (PSMT). Spanish Bilingual skills desired.

TYPICAL TASKS include, but are not limited to:

- Manages the day-to-day operations of the Central Library including staffing, materials management, and facilities management; and facilitate the Central Library's services among the regional branches.
- Participates with other Branch Managers and Division Managers in formulating branch library goals, procedures and strategic planning; makes budget recommendations and monitors the branch library budget.
- Participates on the Public Services Management Team (PSMT) in formulating systemwide public services policies and procedures.
- Supervises directly, and through subordinate supervision, the professional and support staff assigned to work units within the Public Services Division of the Central 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.



KNOWLEDGE & ABILITIES:

Knowledge of:

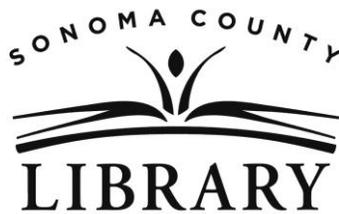
- Principles and practices of library policies, programs, program planning and implementation, systems development, and library operational trends and practices.
- Principles of supervision and training, including work planning, assignment, performance review, discipline, and the training of staff in 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, practices and techniques of public relations, community outreach, and service promotion.
- Principles and techniques used in bibliographic research.

Ability to:

- Manage the operations of a complex library and facilitate system-wide coordination.
- 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.

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; six (6) years of experience as a professional librarian, including three (3) years at a supervisory or management level. Spanish Bilingual skills desired.



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

SALARY RANGE: \$47.19/hour to \$58.93/hour

CLOSING DATE: First review of applications on November 29, 2021
(Edited on 11/10/21)

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.

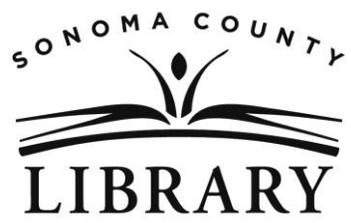
IMPORTANT INFORMATION: Sonoma County Library has adopted a vaccination and testing policy to help mitigate transmission of COVID-19. All Sonoma County Library employees will be required to either have documented proof of full COVID-19 vaccination on file or consent to weekly COVID-19 testing.

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.

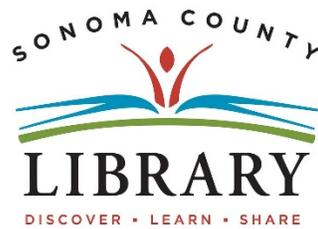
REQUEST FOR ACCOMMODATION: Sonoma County Library will make reasonable accommodations in the recruitment process to accommodate applicants with disabilities. If you are invited to participate in an examination or interview and have a disability for which you require an accommodation, please contact the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



www.sonomalibrary.org

DISCOVER ▪ LEARN ▪ SHARE



SEPTEMBER 2015
FLSA: EXEMPT

CENTRAL LIBRARY BRANCH MANAGER

DEFINITION

Under general direction, provides excellent customer service, directs the day-to-day operations and activities of the county's major resource library, Santa Rosa Central 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, and collection development; assists in providing centralized services system-wide; may perform grant writing activities; and performs related duties 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 single-position management class within the bi-level Branch Manager series responsible for overseeing the foremost resource library within the Sonoma County Library system, the Santa Rosa Central Library. The incumbent is responsible for managing distinct work units through subordinate supervisors who are engaged in supervising and providing work to professional and support staff. This position has significant responsibility to organize work to achieve broadly stated goals for the Central Library. Performance expectations at this level include the identification of objectives, program administration, development of strategies and policies, management of human, financial, and often physical resources, and functioning with a high degree of autonomy. Responsibilities are defined by broadly defined goals and objectives. Incumbents perform professional librarian duties and exercise initiative and considerable independent judgment in the application of policies and procedural guides. Management of the Central Library involves a high level of complexity within the different functional/specialty areas, requiring the application of advanced and expert knowledge. This position is responsible for the formulation and administration of policies, procedures, and programs for the Central Library, as well as system-wide policies, programs and programs through participation on the Public Services Management Team (PSMT). For activities and services of a system-wide nature, the incumbent must facilitate coordination between and among the regional branches and the managed units. This class is distinguished from the Branch Manager class in that the latter is assigned to a regional branch library with a more narrow scope of responsibilities.

This class is further distinguished from Division Manager, Public Services in that the latter is responsible for the oversight and management of the entire Public Services Division, made up of the Central Library, Regional Libraries, Collection Management, Children's Services, and Graphic Services sections.

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 the Central Library including staffing, materials management, and facilities management; and facilitate the Central Library's services among the regional branches.
- Participates with other Branch Managers and Division Managers in formulating branch library goals, procedures and strategic planning; makes budget recommendations and monitors the branch library budget.
- Participates on the Public Services Management Team (PSMT) in formulating system-wide public services policies and procedures.
- Supervises directly, and through subordinate supervision, the professional and support staff assigned to work units within the Public Services Division of the Central 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 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 the Central Library in conjunction with system policies and regulations; recommends changes to library practices, policies, and procedures.
- Monitors the condition and security of 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, activity and statistical 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 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, 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 reader's 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 complex library and facilitate system-wide coordination.
- 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; six (6) years of experience as a professional librarian, including three (3) years at a supervisory or management 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.