

**Sonoma County Library
Announces an Employment Opportunity**

EXTRA-HELP LIBRARIAN I or II –VARIOUS LOCATIONS

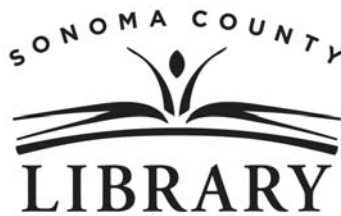
THE POSITION:

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

This extra-help, non-benefitted position works on call providing excellent customer service while performing a variety of professional library services, including reference, reader's advisory, collection development, event planning, outreach, digital literacy training for the public, and performs related work as assigned at various library branches throughout Sonoma County. **Please specify your location and preferred shift preferences(s) in the supplemental questionnaires.**

TYPICAL TASKS include, but are not limited to:

- 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.
- Participates in collection management of multi-media resources for an assigned area of the Library; reviews and analyzes collection use; recommends books and materials for purchase based on patron needs and attention to the variety of ages, abilities, education, interests, cultures, and socioeconomic backgrounds.
- Organizes, maintains, and catalogs/indexes a variety of print and digital materials.
- Performs original cataloging of print and non-print materials; maintains and updates catalog files.
- Participates in the preparation of exhibits and the organization and presentation of a variety of programs for library patrons.
- The Librarian II performs all of these tasks but at a more difficult, higher level. May serve as Person-in-Charge when Branch Manager is absent.



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. The Librarian II requires two years of appropriate professional experience working as a professional librarian, preferably in a public library. Must have a valid California driver's license. Spanish bilingual skills desirable but not required.

SALARY RATE: Librarian I - \$28.80/hour
Librarian II - \$30.25/hour

CLOSING DATE: Continuous Recruitment- First review of applications will be on Friday, November 2, 2018

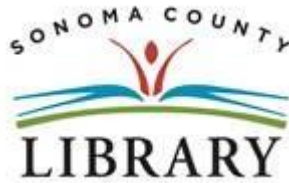
APPLICATION PROCESS: Please go to <https://www.calopps.org/sonoma-county-library> to apply. Applications must be complete and submitted by the final filing date in order to be considered.

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).

The eligibility list established from this recruitment may be used to fill future positions as they occur during the active status of the list.

The Sonoma County Library is an Equal Opportunity Employer



OCTOBER 2015
FLSA: EXEMPT

LIBRARIAN I
Represented

DEFINITION

Under direct to general supervision, provides excellent customer service, performs a variety of professional Library services in assigned areas such as adult services, children's services, youth services, and outreach programs; provides technical and/or direct library services to the community and contributes to the development of programs and services for target audiences, reference, collection development, and/or original cataloging; assists with the identification of current community needs and the projection of future needs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct to general supervision from a Division Manager, Central Branch Manager, Branch Manager, or other management staff. May provide technical direction and training to technical and paraprofessional staff and volunteers.

CLASS CHARACTERISTICS

This is the entry-level class in the professional Librarian series and is designed to provide incumbents with the experience and training necessary to plan, organize, and provide library program services at the journey level with a minimum of supervision. Work may involve assignments in any library service area that requires the application of fundamental library science principles and practices including children's services, young adult services, adult services, reference, collection development, or cataloging. Assignments are typically limited in scope and within the design and procedural framework established by higher-level employees. As knowledge and experience are gained, the work becomes broader in scope; assignments are more varied, and are performed with more independence. Incumbents may serve as "Person-in-Charge" for assigned shifts. This class is distinguished from Library Associate in that it has greater responsibilities requiring a broader scope and depth of technical knowledge and professional training. The class is further distinguished from Librarian II in that the latter is the full journey professional level, capable of performing the full range of assigned functions with considerable independence and judgment. The Librarian I may promote to Librarian II after gaining sufficient experience to perform competently at the full journey level.

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 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.
- Participates in collection management of multi-media resources for an assigned area of the Library; reviews and analyzes collection use; recommends books and materials for purchase based on patron needs and attention to the variety of ages, abilities, education, interests, cultures, and socioeconomic backgrounds.
- Performs outreach to the community, community organizations, and schools; informs community members and organizations about library services, programs, and collections.
- Organizes, maintains, and catalogs/indexes a variety of print and digital materials.
- Performs original cataloging of print and non-print materials; maintains and updates catalog files.
- Reviews new publications and collection materials and selects materials and resources for acquisition or disposition as appropriate.
- Participates in the preparation of exhibits and the organization and presentation of a variety of programs for library patrons.
- Participates in meetings, committees, or projects intended to enhance services or promote consistent policies and procedures across the department.
- Enforces rules related to library patronage and borrower policies.
- Responds to suggestions, requests, or concerns from library users or community members.
- Participates in meetings and continuing education programs as appropriate.
- Compiles library activity reports and statistics.
- May participate in circulation functions at a public service desk as needed.
- Performs other duties as assigned.

COMPETENCIES

Knowledge of:

- Principles, practices, procedures, techniques, and materials of professional library work, including library reference, collection development, and other professional library services.
- Techniques and practices of adult, young adult, and children's services, including provision of reader's advisory services, and juvenile literature and program presentation.
- 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, practices, and techniques of creating, organizing, and presenting a variety of programs for library patrons.
- Principles and techniques used in bibliographic research.
- General library materials selection, de-selection, and weeding standards.
- Library services and available resources.
- 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:

- Perform professional library tasks as assigned including reference, readers' advisory, program and service development, collection development, and cataloging.
- Advise patrons on reference sources and methods,
- Perform detailed reference searches using online, print and other methods.
- Provide reader's advisory services and referrals to patrons of various age groups.
- Instruct patrons and staff in the use of catalogs and reference tools.
- Identify the needs of the public and participate in collection development by evaluating and recommending materials for acquisition.
- Explain policies and procedures to patrons and 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 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.

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 occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. May push and pull carts and

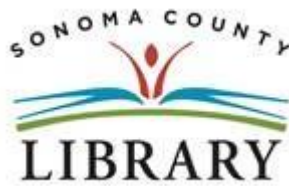
shelving units weighing up to fifty (50) pounds. Positions in this classification occasionally shelve books and lift and carry reports, records, and materials that typically weigh less than twenty-five (25) pounds.

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.



OCTOBER 2015
FLSA: EXEMPT

LIBRARIAN II
Represented

DEFINITION

Under general supervision, provides excellent customer service, performs a variety of professional Library duties in assigned areas such as adult services, children's services, youth services, and outreach programs; provides technical and/or direct library services to the community and contributes to the development of programs and services for target audiences, reference, collection development, and/or original cataloging; assists with the identification of current community needs and the projection of future needs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Division Manager, Central Branch Manager, Branch Manager, or other management staff. May provide technical direction and training to technical and paraprofessional staff and volunteers, and less experienced librarians.

CLASS CHARACTERISTICS

This is the journey-level class in the professional Librarian series that functions as a specialist in a major program area such as children's, young adult, adult, or cataloging, although incumbents may be temporarily assigned to other than the primary assignment as needs require. The Librarian I may promote to Librarian II after gaining sufficient experience to perform competently at the full journey level. Appointment to Librarian II requires that the employee possess sufficient experience to perform competently at the full journey level. Incumbents are expected to function independently with programs, projects, or technical assignments, provide training to other staff and volunteers, and lead projects and programs within their area of specialty. Work may involve assignments in any library service area that requires the application of fundamental library science principles and practices, including children's services, young adult services, adult services, reference, collection development, or cataloging. Assignments may include responsibility for piece of a major countywide function. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the program or service area to which assigned. Incumbents may serve as "Person-in-Charge" for assigned shifts. The Librarian II is distinguished from Librarian III by the latter's greater complexity of assignments, responsibilities that span multiple Library service areas, overall administration of a highly specialized and unique countywide function, the expectation to work with a greater amount of independence, exercising judgment and initiative, and the provision of supervision to support, technical, and paraprofessional staff and volunteers, as well as, part-time professional Librarians.

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.

- Develops, implements, and evaluates services and programs in a designated area such as adult services, children's services, young adult services, and outreach.
- Provides difficult and extensive 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, including automated catalogs and Internet software; assists with digital downloads.
- Answers routine to complex 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.
- Participates in collection development and management of multi-media resources for an assigned area of the Library; reviews and analyzes collection use; recommends books, reference materials, audiovisual materials, electronic media, Internet resources and other library materials for purchase based on patron needs and attention to the variety of ages, abilities, education, interests, cultures, and socioeconomic backgrounds; may select books for a countywide collection; may manage collection budgets on a local or countywide basis.
- Recommends acquisition of equipment and policy and procedure revisions to improve patron service and efficiency in assigned program areas including adult, young adult, children, website services, or cataloging.
- Provides outreach to the community, community organizations, and schools; informs community members and organizations about library services, programs, and collections.
- Organizes, maintains, and catalogs/indexes a variety of print and digital materials, including government documents, maps, and pamphlets.
- Performs original cataloging of print and non-print materials; maintains and updates catalog files.
- Reviews new publications and collection materials and selects materials and resources for acquisition or disposition as appropriate.
- Participates in meetings, committees, or projects intended to enhance services or promote consistent policies and procedures across the department.
- Enforces rules related to library patronage and borrower policies.
- Responds to suggestions, requests, or concerns from library users or community members.
- Participates in meetings and continuing education programs as appropriate.
- Represents the library in meetings with the community or special interest groups.
- Participates in library meetings related to assigned area.
- If assigned as an adult, young adult, or children's librarian, directs the preparation of exhibits, organizes and presents programs, selects and recommends books and other materials including electronic media or online resources suitable for those being served, and provides reference services using a variety of media.
- If assigned as a cataloger oversees copy cataloging and creates original cataloging records, coordinates procedures for adding and deleting items with branch staff, maintains library standards for bibliographic records, upgrades catalog records as needed, and interprets cataloging policies to staff.
- May translate library materials from English into another language.
- May plan and direct the work of non-librarian staff or volunteers.
- Compiles library activity reports and statistics.
- May participate in circulation functions at a public service desk as needed.
- Performs other duties as assigned.

COMPETENCIES

Knowledge of:

- Principles, practices, procedures, techniques, and materials of professional library work, including library reference, collection development, and other professional library services.

- Techniques and practices of adult, young adult, and children's services, including provision of reader's advisory services, and juvenile literature and program presentation.
- 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, practices, and techniques of creating, organizing, and presenting a variety of programs for library patrons.
- Principles and techniques used in bibliographic research.
- 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.
- 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:

- Perform professional library tasks as assigned including reference, readers' advisory, program and service development, collection development, and cataloging.
- Create, organize, and/or present appropriate programs for target age group.
- Advise patrons on reference sources and methods,
- Perform detailed reference searches using online, print and other methods.
- Provide reader's advisory services and referrals to patrons of various age groups.
- Instruct patrons and staff in the use of catalogs and reference tools.
- Identify the needs of the public and assist with collection development by evaluating and recommending materials for acquisition.
- Explain policies and procedures to patrons and 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 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; two (2) years of experience as a professional librarian.

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 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.