

**Sonoma County Library
Announces an Employment Opportunity**

**LIBRARIAN IV (LIBRARY SERVICES ADMINISTRATOR – TEEN SERVICES)
HEADQUARTERS- 40 HOURS PER WEEK – FULL TIME**

THE POSITION:

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

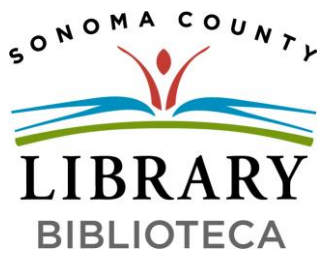
This position is responsible for developing and coordinating innovative methods of service delivery of Sonoma County Library's programs and services provided to Sonoma County teens and the caregivers, educators, and others who work with this age group. This position reviews and evaluates all aspects of services provided. Facilitates and supports the Library's work by coordinating all teen-related activities and by providing professional-level resources for organization, managerial, and operational analyses. This position also supports the Library's volunteer program. **Spanish bilingual skills are desired.**

TYPICAL TASKS include, but are not limited to:

- Provides countywide leadership and direction for the development and management of services to teens.
- Assists in developing systemwide goals, objectives, policies, procedures, and work standards related to teen services.
- Maintains liaisons with governmental and educational agencies, nonprofit organizations and associations, and other community groups who serve teens.
- Leads staff in the development of innovative methods of service to teens; provides training and support for public programming and community outreach.
- Plans, develops, and coordinates volunteer programs for the Library, including the development of recruitment strategies and volunteer training programs; trains permanent staff in methods of using volunteers; and designs and implements policies and procedures for a department's volunteer program.
- Assists in the development of recognition programs for Library volunteers.
- Develops, maintains, and compiles statistics for publishing data annually on the volunteer program.
- Provides orientation and instructional programs for new professional and paraprofessional staff.
- Develops, implements, and evaluates services and programs for teens.
- Conducts a variety of analytical and operational studies regarding policies, programs, and procedures; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval.
- Provides complex support to the Division Manager in areas of specialized expertise.
- Performs outreach to the community, community organizations, secondary schools, and libraries.

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 (3) of which shall have been in positions of increasing responsibility; or an equivalent combination of education and experience. Spanish bilingual skills are desired.

Licenses

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

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, local municipalities, Library staff, and volunteers, orally and in writing.
- Principles, techniques, and practices of library science and information services, particularly as they relate to teens.
- Principles of volunteer program planning, evaluation, and administration.
- Budget development and project management.
- Program development and administration.
- Analytical processes and report preparation techniques.
- Staff supervision, training, and performance evaluation.

Ability to:

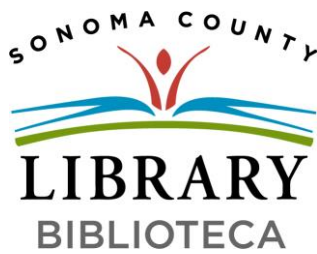
- Serve as the subject expert in a highly specialized field.
- Hire, train, supervise, motivate, and evaluate assigned staff.
- Plan, organize, schedule, assign, review, and evaluate the work of staff; train staff and volunteers in work procedures.
- Perform detailed reference searches using online, 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 and volunteers
- Use initiative and independent judgment within established procedural guidelines.
- Organize work and set priorities.
- Maintain accurate records and files.
- Prepare clear and concise reports and other written materials.

SALARY RANGE: \$53.58/hour to \$66.91/hour

CLOSING DATE: 5:00 PM, Wednesday, February 7, 2024

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.



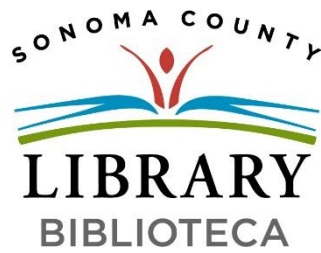
The application process may contain one or more of the following steps: a supplemental application, written test(s), skills assessment(s), and/or oral examination(s).

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.

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://www.sonomalibrary.org/visit/inbranchservices/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. APRIL 2004
REV.: JULY 2008
REV.: JANUARY 2018
REV.: JANUARY 2024
FLSA: EXEMPT

LIBRARY SERVICES ADMINISTRATOR (LIBRARIAN IV)
Unrepresented

DESCRIPTION

This position is responsible for developing and coordinating innovative methods of service delivery of Sonoma County Library's programs and services provided to Sonoma County adults, teens and/or children and the caregivers, educators, and others who work with these respective age groups. This position reviews and evaluates all aspects of services provided. Facilitates and supports the Library's work by coordinating all adult, teen, or child-related activities and by providing professional-level resources for organization, managerial, and operational analyses. Acts as an integral member of the library's Operations Management Team and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is the managerial-level class in the professional Librarian series. Incumbents fill a highly specialized systemwide library assignment that requires substantial specialized skills and experience combined with specific knowledge and qualifications. Incumbents are expected to assume policy oversight and authority for an entire and major systemwide 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, teens, or children.
- Assists in developing systemwide goals, objectives, policies, procedures, and work standards related to adult, teen, or children's services.

- Seeks out new informational products and databases and evaluates them in terms of quality and suitability for children.
- Maintains liaisons with governmental and educational agencies, nonprofit organizations and associations, and other community groups who serve children, teens, and parents or other adults who work with youth of all ages, and/or those who work with adults, post-secondary and technical schools, special libraries, and other collaborative partners work with primary and secondary education.
- Leads staff in the development of innovative methods of service to adults, teens, or children; provides training and support for 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, teens, or children.
- Conducts a variety of analytical and operational studies regarding policies, programs, and procedures; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval.
- Provides complex support to the Division Manager in areas of specialized expertise.
- Performs outreach to the community, community organizations, elementary, secondary, 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.
- Plans, directs, coordinates, and reviews the day-to-day work of assigned staff who support the Adult Literacy Program; Children's Services, Adult Services, and Teen Services programs; BiblioBus outreach services; Education Initiatives; and other Community Engagement support staff and volunteers; meets with staff to identify and resolve problems; prioritizes work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.
- Establishes 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.
- Plans, develops, and coordinates volunteer programs for the Library, including the development of recruitment strategies and volunteer training programs; trains permanent staff in methods of using volunteers; and designs and implements policies and procedures for the Community Engagement division's volunteer program.
- Assists in the development of recognition programs for Library volunteers.
- Develops, maintains, and compiles statistics for publishing data annually on the volunteer program.
- Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures; 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 teams, task forces and committees; may include role as team lead or management team liaison.
- Responds to suggestions, requests, or concerns from library users or community members.
- Participates in staff development activities to remain knowledgeable library services.
- Represents the Library at professional meetings as required.
- Enforces rules related to library patronage and borrower policies.
- Compiles library activity reports and statistics.
- Performs other duties as assigned.

COMPETENCIES

Knowledge of:

- Techniques for providing a high level of customer service to the public, volunteers, vendors, contractors, and Library staff, orally and in writing.
- Principles, techniques, and practices of library science and information services, particularly as they relate to adults, teens, or children.
- Principles of volunteer program planning, evaluation, and administration.
- 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, teens, or children.
- 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, Library staff, and volunteers.

Ability to:

- Serve as the subject expert in a highly specialized field.
- Hire, train, supervise, motivate, and evaluate assigned staff.
- Plan, organize, schedule, assign, review, and evaluate the work of staff; train staff and volunteers in work procedures.
- 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 and volunteers.
- Use initiative and independent judgment within established procedural guidelines.
- Organize 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, and 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 orally 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.

QUALIFICATIONS:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

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 (3) 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.

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 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. Employees in assignments providing direct assistance to the public may expect to have interactions with abrasive, disruptive, and/or disorderly people.

WORKING CONDITIONS

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