

**Sonoma County Library
Announces an Employment Opportunity**

**LIBRARIAN III – HISTORY & GENEALOGY- SANTA ROSA
40 HOURS PER WEEK – FULL TIME**

Sonoma County Library's History & Genealogy Library provides specialized resources to the community, with a commitment to preserve the region's history and culture. The Librarian III serves as the subject matter expert in this highly-specialized field and directs a team of professional and para-professional staff in outreach, programming, processing, and managing special collections.

The ideal candidate will have specialized knowledge, experience and expertise in genealogy, local history, archives and special collections. **Please fill out the Supplemental Questionnaire as part of the application process.**

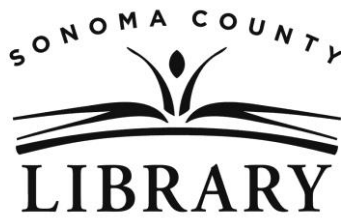
THE POSITION:

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

Under general supervision, this full-time, benefited position oversees the History & Genealogy Library, supervising its staff, providing countywide leadership in a highly-specialized area of expertise, assisting patrons, managing the special local history and genealogy collections/archival materials, developing programs and services, conducting outreach, etc.

TYPICAL TASKS include, but are not limited to:

- Provides countywide leadership in a designated area of specialized expertise such as special collections, archives management, and cataloging.
- 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 specialized area.
- Manages special collections of multi-media resources for an assigned area of the Library by reviewing, selecting and recommending the deselection of library materials in a variety of formats, including digital collections and resources; reviews and analyzes collection use; recommends books and materials for purchase based on patron needs.
- Responds to suggestions, requests, or concerns from library users or community members.
- Participates in meetings and continuing education programs to remain knowledgeable in technological advances that impact library services, cataloging practices for all media, including digital resources, and in current and emerging metadata standards, and publishing industry and library material distribution systems.
- Represents the department at professional meetings as required.



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; four (4) years of experience as a professional librarian. Must have a valid California driver's license. Knowledge of the principles and techniques of archival practice, as well as special subject knowledge in areas such as the wine industry, genealogy, and Sonoma County history, highly preferred.

SALARY RANGE: Librarian III - \$38.73/hour to \$48.37/hour

CLOSING DATE: 5:00 pm, Wednesday, December 15, 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. 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).

EMPLOYMENT INFORMATION:

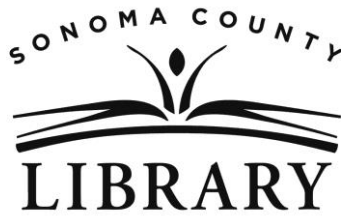
Employment offers will be contingent upon a successful pre-employment verification/criminal records clearance. Having a criminal record will not necessarily disqualify an applicant from employment.

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:

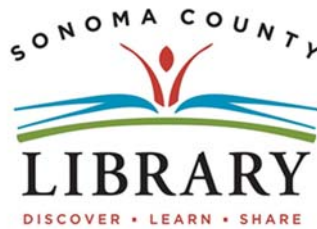
Pursuant to California Governor Newsom's Executive Order N-29-20 issued on March 17, 2020, and all applicable COVID 19 Shelter in Place Orders issued by the Sonoma County Health Officer, the recruiting process including interviews, testing, etc. will be held via teleconference or online, if possible, 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.



**OCTOBER 2015
FLSA: EXEMPT**

LIBRARIAN III Represented

DEFINITION

Under general supervision, provides excellent customer service, performs work of considerable difficulty, managing a highly specialized library assignment or system-wide program/support service, develops and participates in the full range of routine to complex professional, technical and/or direct library services to the community, including development of programs and services for target audiences; individual assignments may include responsibilities for specialized support services of a system-wide nature requiring particular expertise; identifies current community needs and projects future needs; participates in and makes recommendations for improving library services; 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. Provides supervision to professional, technical, and paraprofessional staff and volunteers.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the professional Librarian series. Incumbents fill a highly specialized library assignment that requires substantial specialized skills and experience. Incumbents are expected to function independently and exercise independent judgment, tact, and initiative in their involvement with programs, projects, or technical assignments. Incumbents lead projects and programs within their area of specialty. At this level, input regarding change to policy or Library-wide procedure may be given in the form of recommendations to management. Responsibilities include planning, coordinating, and implementing library services and programs. Individual assignments within this class may include the management and performance of reference, collection development and management, and/or cataloging. Incumbents may assist and participate in the evaluation, selection, acquisition, retention, and special handling of various library materials. Incumbents may serve as "Person-in-Charge" for assigned shifts. The Librarian III is distinguished from Librarian IV in that the latter is assigned responsibility for policy oversight and ultimate overall authority for an entire and major system-wide function, and serves as a member of the Library Management Team. It is further distinguished from Branch Manager in that the latter has administrative responsibility for a full library branch facility and operation.

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 in a designated area of specialized expertise such as special collections, archives management, cataloging, and/or large units of the Central Library.

- 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 specialized area.
- Participates in the selection, direction and supervision of staff; assigns and schedules work and evaluates staff performance.
- Develops, implements, and evaluates services and programs in a designated area.
- 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.
- Manages special collections of multi-media resources for an assigned area of the Library by reviewing, selecting and recommending the deselection of library materials in a variety of formats, including digital collections and resources; reviews and analyzes collection use; recommends books and materials for purchase based on patron needs.
- Performs outreach to the community, community organizations, and schools; informs community members and organizations about library services, programs, and collections to generate public support for library and fundraising efforts; serves as a liaison to support groups; makes and maintains positive ongoing relationships with external groups in order to identify community needs and enhance public service; takes the lead in anticipating changes in community needs and changing technology and information services, and plans how to address needs and implement changes..
- 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.
- Acts as the Person-in-Charge in the absence of the Division Manager, Central Branch Manager, Branch Manager, or other management staff member, including making responsible and appropriate decisions based upon patron and branch or unit needs.
- 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 to remain knowledgeable in technological advances that impact library services, cataloging practices for all media, including digital resources, and in current and emerging metadata standards, and publishing industry and library material distribution systems.
- Represents the department at professional meetings as required.
- 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, techniques, and practices of staff supervision, training, and performance evaluation; program development and administration; principles and practices of budget preparation and administration.

- 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 and children's services, including provision of reader's advisory 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, 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.

Depending on assignment, in addition to the above:

- Principles and techniques of archival practice.
- Special subject knowledge in areas such as the wine industry, genealogy, and Sonoma County history.

Ability to:

- Serve as the subject expert in a highly specialized field.
- Hire, train, supervise, motivate, and evaluate assigned staff.
- 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; four (4) 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.