



THE COUNTY OF SUTTER

Invites Applications for

FINAL FILING DATE:

March 9, 2018

LIBRARY SERVICES COORDINATOR

\$4,087 - \$5,059/Monthly*

(*Salary effective 3/3/18)

Sutter County Library Literacy Services has been serving the community for over 20 years. The program has an excellent working relationship with many partners including the California Department of Education, California Library Literacy Services and United States Citizenship and Immigration Services.

THE POSITION: Under general direction, develops, coordinates and oversees assigned library program(s), such as adult services, teen services, children's services or literacy program services; carries out professional-level library duties and responsibilities; and performs related work as required. Evening and weekend work are required for this position. ***The eligible list established from this recruitment may be used to fill any future opening(s) in this class for up to nine months.***

JOB DUTIES: Develop, coordinate and oversee activities of library literacy classes and programs; set program goals; review, recommend and update program policies, procedures and protocols; prepare program budget and monitor expenditures; plan, coordinate and facilitate activities with other programs within the library, other departments, social service agencies, business and educational groups, regional, state and national organizations; identify needs and develop appropriate programs to meet those needs; develop and maintain contacts for collaborative programming; develop and maintain community outreach programs to promote library services; develop and participate in public relations and fund-raising activities; prepare public service announcements, newsletters, flyers and press releases; prepare grant applications; oversee grant programs in assigned area, including required activities, maintenance of program files, correspondence, narrative and statistical reports, program evaluation and continuation; provide reference service, reader's advisory service, public training in use of online computer services, and bibliographic instruction; develop and maintain library collection; maintain inventory of program materials and supplies; may supervise library personnel and volunteers working in assigned program area; develop and provide appropriate in-service training; participate in staff meetings, workshops and professional conferences; may act on the behalf of the Director of Library Services in his/her absence.

MINIMUM QUALIFICATIONS: The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.

Knowledge of: Modern principles, practices, polices and procedures of public library work; library cataloging and classification systems; library programs and collection development and their relationship to community needs and resources; current classroom and individual tutor practices in Adult Education, English Language Acquisition, and Citizenship; computer applications and online searching techniques; general library collections and reference services.

Ability to: Develop, coordinate and oversee activities of assigned program area; perform professional and technical library tasks; define problems and implement effective solutions; establish and maintain effective working relationships with library staff, patrons and community partners; plan and direct the work of others; communicate effectively both verbally and in writing; prepare and maintain accurate records; operate standard office and computer equipment; assist in development of policies and procedures; work evenings and weekends as scheduled.

Education and Experience: Equivalent to the completion of core course work from an accredited college or university in library science, early childhood education or elementary education, adult education, literacy or closely related field; one year of responsible professional experience in area of assignment or closely related field; or any combination of education and experience that provides equivalent knowledge, skills and abilities. Preferred: Master's Degree in Library Science from an American Library Association accredited college or university.

Special Requirements: *Essential duties require the following physical and work requirements:* Requires the ability to maintain mental capacity of exercising sound judgment and rational thinking under varied circumstances; requires the ability to exert a small amount of physical effort involving prolonged sitting, walking or moving from one area of the library to another, and standing for periods of time. Requires the ability to climb ladders or step stools, bend or stoop to shelve books, push or pull book carts, and move boxes of materials of considerable weight from one location to another; the ability to see; ability to hear and communicate orally; sufficient hand/eye coordination to perform semi-skilled repetitive movements such as filing, data entry, and/or use of standard office and computer equipment; ability to operate motor vehicle.

License or Certificate: Position requires valid California driver's license.

The recruitment process for this position includes completing an application and participating in oral interview(s). Please notify the Personnel Department prior to the final filing date for this position if you believe you have a disability, which would make it difficult to participate in any portion of the recruitment process, and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam and fingerprinting in addition to other appropriate requirements of the position.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Rev. Date: 02/22/18



SUTTER COUNTY HIGHLIGHTS

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 97,000 and includes two incorporated cities, Yuba City and Live Oak. There are 19 department heads and 900 positions with an annual budget of 241 million dollars.

HOW TO APPLY

Eligible applicants are **REQUIRED** apply online at

www.CalOpps.org

Applicants may also attach any additional information in resume form.

For additional information, please visit our website @ www.suttercounty.org

Or contact

Sutter County Human Resources

1160 Civic Center Boulevard, Suite B

Yuba City, CA 95993

Phone (530) 822-7113

FAX (530) 822-7191

E-mail hr@co.sutter.ca.us

TDD access through CA Relay Service: 1-800-735-2929

SELECTION PROCEDURE

The applications will first be reviewed for minimum qualifications. All applications meeting the minimum qualifications will be referred to a screening committee. Those candidates with the most directly related experience, education and training may be invited to a written, performance and/or oral examination. Up to ten ranks of the most outstanding candidates will be referred for final interview(s) with the appropriate department. Investigation of employment history and references may be conducted prior to appointment.

EMPLOYEE BENEFITS

Salary: New employees start at step one and after satisfactory performance during a probationary period, advance to the second step. There are five (5) annual Merit Steps. Merit steps six (6) and above may be awarded after additional years of service have been met and upon satisfactory performance.

<u>PERS Miscellaneous Retirement (NON-Safety)</u>			<u>PERS SAFETY Retirement (Law, Fire, Probation Officers)</u>		
Tier 1 Classic	2.7 @ 55	8% EE Share by EE	3 @ 50	9% EE Share by EE	Up to 11-15-2011
Tier 2 Classic	2 @ 60	7% EE Share by EE	2 @ 50	9% EE Share by EE	11-16-11 to 12-31-2012
Tier 3 New	2 @ 62	6.25% EE Share by EE	2.7 @ 57	11.25% EE Share by EE	1-1-13 (PEPRA)
Note: Tier formula eligibility depends on PERS Rules and AB340, PEPRA Law. The County also participates in Social Security.					

Medical, Dental, Vision and Life Insurance: The County pays the major portion of health, dental, vision and life insurance for employee and dependent(s). Health, dental, vision, and life insurance become effective the first of the month following 30 days of employment. **Management** receives county-paid term life insurance of \$150,000.

Health Care Spending Account: Designated pretax contribution to pay for eligible health care expenses not covered by any insurance.

Dependent Care Spending Account: Designated pretax contribution used to pay for eligible dependent day care expenses.

Paid Leave Days: Depending on the classification in which employed, most employees receive eleven days **vacation** per year up to five years service; fifteen days up to ten years; seventeen days up to fifteen years; twenty days after fifteen years. Thirteen paid **holidays** per year. **Sick leave** accrues at the rate of twelve days per year. **Management** receives 13 days of paid Administrative Leave per year in addition to the other paid time off.

Disability Insurance: Sutter County participates in the State Disability Insurance Program.

Deferred Compensation: Employees may participate in deferred compensation plans. Also, most **New Hires** to Sutter County who are enrolled in a County-sponsored Deferred Compensation Plan, will receive twenty-five dollars (\$25.00) per pay period deposited into their account, eligibility date varies by Unit (Fire Unit not eligible and some Re-hires may not be eligible). **Employees will be advised of the eligibility requirements during New Employee Orientation.** **Management** may convert any unused Administrative Leave as taxable compensation or it may be converted to a deferred compensation plan.

Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.

The above information is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units.

Notice: In accordance with Government Code 3502.5 all employees hired into job classifications in the General and Professional Bargaining Units are bound by an Agency Shop Agreement and are represented by the Sutter County Employees Association labor contracts. All employees hired in these Bargaining Units are required to pay an initiation fee of \$45.00, plus dues of approximately 1% of the employee's base pay to the Sutter County Employees Association.

Sutter County is required by law to make available certain public records, including employee names, titles, and compensation, as a result of a 2007 California Supreme Court decision. Therefore, be advised that unless an employee can demonstrate the necessity of having this public information withheld, based upon specific, verifiable safety and/or security reasons, this information will be released to the public upon demand.

The County of Sutter does not discriminate on the basis of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer or genetic characteristics/information), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, gender identity, gender expression, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.