



SAN RAFAEL

THE CITY WITH A MISSION

Supervising Librarian

\$6,487 - \$7,886

Plus excellent benefits

APPLICATION DEADLINE: *Apply by Thursday, September 16, 2021 for first consideration*

THE CITY is focused on enhancing our community members' quality of life through well-designed services and a positive workplace culture. San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyle, and natural environment. San Rafael (population 59,000) is a full-service city with a city council/city manager form of government with 12 departments, more than 400 employees, and an annual budget of \$100 million. The City's vision is to be a vibrant economic and cultural center reflective of its diversity. The City Council is engaged and seeks to strengthen the urban and commercial areas as well as sustain the beautiful natural environment.

San Rafael's Organizational culture framework is an initiative called ["Together San Rafael."](#) City employees are our greatest asset, and we seek talented individuals with diverse backgrounds who are creative, curious, and excited about a challenge. We are a results-driven team focused on the needs of community members. The [Together San Rafael initiative is focused](#) on modernizing City services and increasing the engagement of employees. This initiative recognizes the interconnectedness of the customer and employee experience.

THE POSITION:

The City of San Rafael Library & Recreation Department (Library Division) is seeking a full-time Supervising Librarian. This position will be in charge of personnel and activities. This is a working supervisor position and is guided by established policies and procedures, principles of the field, and management personnel.

This position performs the following essential job duties (including but not limited to):

- Plans and schedules employee shifts, workdays, rotation of tasks, and daily or special work assignments.
- Plans, develops, and implements procedures and processes.
- Plans and reviews the work of Library staff and volunteers.
- Interviews applicants for employment and recommends selection.
- Appraises employee performance, documents disciplinary problems, recommends and carries out disciplinary actions, and recommends merit increases.
- Maintains statistics and prepares reports.
- Maintains logs and records, conducts routine and special surveys and tabulation of usage of materials, patron demographics, and related information.

- Uses online systems to develop, organize and maintain collections.
- Acts as liaison for the division with other library divisions, City departments, and the community.
- Operates various computing devices.
- Oversees collection development for the division.
- Trains and supervises staff.
- Provides outreach to schools and community groups.
- Serves as reference librarian.
- Utilizes print, multimedia, and online library information resources to provide to direct readers advisory and reference service to library patrons.
- Performs duties as required.

To be eligible for this position, you must have knowledge of/ability to:

- Knowledge of principles and practices of supervision.
- Knowledge of planning and control, including selection, appraisal, counseling, and motivation of employees, and planning, scheduling, and directing work.
- Knowledge of library services and collections.
- Knowledge of professional practices and techniques of library science.
- Knowledge of online library systems and information resources.
- Ability to supervise library staff directly, including planning, scheduling, assigning and appraising work, and counseling employees.
- Ability to establish and maintain effective working relationships with other library staff, employees, and patrons.
- Ability to identify problems and develop effective courses of action for their resolution.
- Ability to maintain complex records and prepare reports.
- Ability to work evenings and weekends.
- Ability to use online resources and computing devices.
- Ability to use and explain library resources.
- Ability to communicate effectively both verbally and in writing.
- Ability to develop and promote library programs and services.

EDUCATION and/or EXPERIENCE:

- Masters in Library Science issued by a college or university accredited by the American Library Association preferred.
- Five (5) years of professional library experience with three (3) years' experience in adult services, children's services, or branch operations.

LANGUAGE/MATHEMATICAL/REASONING SKILLS:

- Ability to read and interpret documents such as safety rules, procedure manuals, and operating and maintenance instructions.
- Ability to write reports, correspondence, and procedure manuals.
- Ability to speak effectively before groups.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to climb or balance and

stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to video display and regularly works in inside environmental conditions. The employee occasionally works with use of personal vehicle. The employee occasionally works in evenings or weekends. The noise level in the work environment is usually quiet.

APPLICATION AND SELECTION PROCESS:

City of San Rafael application is required. Resumes do not substitute for the City application. Candidates should detail related education and experience on the application. The examination process may include the following application appraisal and oral board interview examination. The passing point for the oral board examination final score will be 70%. Note: Prior to appointment, candidate must pass a pre-employment physical, background check, driving record, and fingerprinting. To file an application, go to: www.calopps.org. Select "Member Agencies". Select "San Rafael". Follow this link to submit your application: <https://www.calopps.org/san-rafael/job-20156576>

For more information about the City of San Rafael, please visit www.cityofsanrafael.org.

Reasonable Accommodation: The City of San Rafael will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require an accommodation, please contact us at (415) 485-3474 before the test date. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Such accommodations must be requested by the applicant.