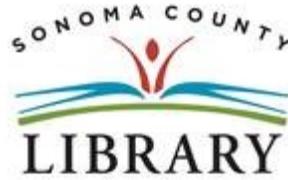


Brett W. Lear

Library Director

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**LIBRARY COMMISSION**

Helena Whistler – Chair
Linda Garcia – Vice-Chair
David Ebright
Reece Foxen
Randall Neff

Tim May
Paul Grill
Paul Heavenridge
Barbara Mackenzie

Special Note: In compliance with the Library's agreement with SEIU, regular employees who have passed initial probation and are eligible to apply shall receive preference for vacancies for which they qualify over extra-help employees and volunteers.

**Sonoma County Library
Announces an Employment Opportunity**

**CURATOR, WINE LIBRARY,
HEALDSBURG REGIONAL LIBRARY
FULL-TIME**

The Sonoma County Library is seeking a customer service driven professional with excellent communication skills and a wine background for its Curator, Sonoma County Wine Library position located in Healdsburg, CA. The successful leader will bring innovation, a commitment to preserve the region's wine history and culture, and a problem-solving spirit to the position. The Sonoma County Wine Library is in the heart of the Northern California Wine Country, with plentiful recreational and cultural attractions nearby, ranging from the seashore to the redwoods to bustling San Francisco.

As a special library within a public library setting, the Sonoma County Wine Library serves wine industry professionals, tourists and enthusiasts with aplomb. With collections and services in business and technical resources, rare books portraying the global history of wine, oral histories and archival information detailing the history of wine in the North Coast region, as well as a comprehensive trove of resources spanning every related subject from growing grapes to pairing wine with anything you might think of, the Wine Library is an indispensable resource for historians, wine country tourists, aspiring home winemakers, viticulturists, picking crews, hospitality professionals, and corporate business partners alike.

THE POSITION

Under general supervision, and while providing excellent customer service, the incumbent is responsible for managing the Sonoma County Wine Library; in addition, the individual serves as part of a team, providing assistance with branch operation areas as needed. This position reports to the Branch Manager and is located in Healdsburg, CA.

TYPICAL TASKS include but are not limited to:

- Provides leadership, planning, and organization for the Sonoma County Wine Library.
- Provides input regarding the development and implementation of system-wide goals, objectives, and priorities. Is professional and accountable in participating in appropriate library meetings and task forces as necessary.
- Assists the Branch Manager in monitoring the Wine Library budget; makes budget recommendations.
- Performs grant-writing activities for the Wine Library, under direction of the Branch Manager and the Library Executive Management Team.
- Supervises Wine Library volunteers.
- May act as the Person-in-Charge in the absence of the branch manager, including making responsible and appropriate decisions based on patron and branch needs.
- Serves as a public services wine subject specialist. Provides approachable, courteous and knowledgeable assistance and advice to customers regarding the use of library collections and equipment. Provides excellent reference and reader's advisory services, consistently connecting customers with the information they need. Explains library policies and procedures to customers and staff, providing options and rationale in a professional manner.
- Participates in wine library collection development; manages the Wine Library collection in all formats, including digital collections and resources; participates in indexing of wine literature for an international wine information resource.
- Develops and maintains positive ongoing relationships with external groups, including wine enthusiasts, wineries and representatives of the wine industry, 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 as they affect the wine library, and plans how to address needs and implement changes. Makes recommendations for policy and procedure revisions, space considerations, and equipment purchases as appropriate.
- Helps to nurture and develop the Friends of the Sonoma County Wine Library as an effective advocacy and fundraising organization. Serves as a liaison to other outside civic, industry and community groups with regard to the wine industry, representing the library in a professional and responsive manner.

- Markets and promotes the Library and its resources to appropriate user groups across Sonoma County and beyond. Conducts outreach activities, making the Wine Library and its resources available to all members of the community, and generating public support for library and marketing/fundraising efforts.
- Organizes and presents welcoming and appropriate events and exhibits, as well as workshops and training for staff and the public.

KNOWLEDGE AND ABILITIES include:

Knowledge of: Principles, techniques, and practices of program development and administration, budget preparation and administration; techniques, and procedures for indexing, classifying, and organizing library materials; principles, practices and techniques of public relations, marketing, community outreach, and service promotion; history of wine making techniques, grape production, varietals, and vineyards in the region; techniques for promoting and publicizing library services and events.

Ability to: Select, train, supervise, motivate, and evaluate a staff and volunteers; identify the needs of the public to perform professional tasks including collection development through the evaluation and recommendation of materials for acquisition, reference services, indexing, and the creation of reader’s advisory programs; effectively represent the Library in interactions with governmental agencies, community groups, and various, professional, educational, and the public; provide excellent customer service to the public; remain tactful and diplomatic during pressure situations while appropriately adhering to and enforcing Library policies and procedures to make sound, independent decisions; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work; and market the Wine Library and its services to the industry, to the community at large and to visitors.

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. 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 frequently bend, stoop, kneel, and reach to retrieve and shelf materials. Employees may be required to either sit or stand for prolonged periods of time. Incumbents must possess the ability to lift, carry, push, and pull items, storage containers, and shelving units weighing an average of 20 pounds.

MINIMUM QUALIFICATIONS:

Education and Experience: Bachelor’s degree or equivalent with coursework in one following areas: hospitality, marketing, or wine-related industries (e.g. Wine & Spirits Education Trust, Sommelier , Court of Master Sommeliers, Wine History, Viticulture or Enology, etc.) in Library Science; and a minimum of two (2) years of experience working in a library or in a wine industry related field, as is strong subject knowledge of wine and the local wine industry;

Must possess a valid California Class C Driver License upon date of hire.

PREFERRED QUALIFICATIONS

Management of a specialized collection and experience with archival materials; Spanish bilingual skills strongly desired.

SALARY RANGE: \$29.37 to 36.66 per hour, plus excellent benefits (SCL does not participate in Social Security)
POSITION AVAILABLE: Immediately
CLOSING DATE: 5:00 pm, Monday, May 8, 2017

TO APPLY: *A formal application is required.* Applications can be obtained from the Library jobs page: <http://sonomalibrary.org/sites/default/files/application.pdf>. Please send your completed application materials by e-mail to jobapps@sonoma.lib.ca.us or fax to (707) 527-5076, or mail to 211 E Street, Santa Rosa, CA 95404. All information must be received by the final filing deadline. Postmarks will not be accepted, nor will unsigned material. Resumes may be included but will not be accepted in lieu of applications. Applicants should include at least the name and contact information for at least one professional and one personal reference.

The Sonoma County Library is an Equal Opportunity Employer

This position is represented by the Service Employees International Union, Local 1021