Sonoma County Library
Announces an Employment Opportunity

LIBRARIAN I or II - ROSELAND COMMUNITY LIBRARY
40 HOURS PER WEEK

We are seeking a customer service driven library professional with excellent communication skills for our full-time Librarian position at our Roseland Community Library in Santa Rosa. The ideal candidate will have strong outreach, technical, and training skills and be willing to work in an often vibrant “all ages” environment. Share your talents and abilities while utilizing your librarian skills for community partnerships, basic to advanced computer training and downloadable Audio and eBook device help for the public.

THE POSITION:
Under general supervision this full-time, benefitted position provides excellent customer service while performing a variety of adult, teen, and children’s library services required in the operation of a small community library, including reference, reader’s advisory, collection development, event planning, outreach, digital literacy training for the public, and related work as assigned.

SCHEDULE:
Tuesday through Saturday with evening hours on Wednesday until 8:30 pm.
Anticipated schedules may change based on operating needs.
Tuesdays – 9:00 am to 6:00 pm
Wednesdays – 11:00 am to 8:30 pm
Thursdays – 9:00 am to 6:00 pm
Fridays – 9:00 am to 6:00 pm
Saturdays – 9:00 am to 4:30 pm

TYPICAL TASKS include, but are not limited to:
Serves as Person-in-Charge for the Roseland Community Library; provides general reference and reader’s advisory services; explains library policies and procedures to patrons and staff; assists and advises patrons regarding the use of library materials and equipment, including automated catalogs, the Internet, various software, eBooks and downloadable audiobooks; conducts reference searches using a variety of database, online, and other search techniques; helps to maintain and select the addition of books, reference materials, CD’s, DVD’s, electronic media, and other library materials; assists in or directs the preparation of exhibits and the organization and presentation of a variety of programs for all ages; promotes the Library at community schools and events and provides written outreach through community publications; may represent the Library in meetings with the community or special interest groups. The direction received and the level of complexity of the above tasks will depend on the actual job classification, the Librarian I and II positions performing all of these tasks but at a more difficult, higher level.

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. The Librarian II requires two years of appropriate professional experience working as a librarian, preferably in a public library. Must have a valid California driver’s license. Spanish bilingual skills are required.

www.sonomalibrary.org
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DESIRE SKILLS & ABILITIES:
Requires excellent oral and written communication skills; prefer previous work or volunteer experience performing outreach to the Hispanic community;

SALARY RANGES:
Librarian I - $60,236.80 - $74,692.80 annually
Librarian II - $63,169.60 - $78,322.80 annually
(salaries include bilingual pay premium)

POSITION AVAILABLE: February 14, 2017
CLOSING DATE: 5:00 pm, Friday, January 27, 2017

HOW TO APPLY: A formal application is required. Applications can be obtained from the Library jobs page: https://sonomalibrary.org/about/careers-at-sonoma-county-library or by contacting Jane Klickman at jklickman@sonoma.lib.ca.us. Please send your completed application, signed and dated, by e-mail to jobapps@sonoma.lib.ca.us or fax (527-5076), or mail to 211 E Street, Santa Rosa, CA 95404.