Sonoma County Library
Announces an Employment Opportunity

LIBRARIAN I/II – ADULT SERVICES –
CENTRAL SANTA ROSA LIBRARY – 40 HOURS PER WEEK

We are seeking a customer service driven library professional with excellent communication skills for our full-time Adult Services Librarian position at our Central Santa Rosa Library location. The ideal candidate will have strong outreach, technical, and training skills and be willing to work in a sometimes fast paced and 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 all ages. This position will assist in maintaining and selecting the addition of books, reference materials, CDs, DVDs, electronic media, and other library materials suited for adults. The awareness of current and forthcoming literary and popular fiction titles is highly desired.

THE POSITION:
Under general supervision, this benefit-eligible position provides excellent customer service while performing a variety of professional adult library services, including reference, reader’s advisory, collection development, event planning, outreach, digital literacy training for the public, and performs related work as assigned. This position reports to the Supervising Librarian and is located in Central Santa Rosa.

SCHEDULE (there may be some flexibility in the schedule):
Tuesday through Saturday, 8 hours per day –based on branch operating needs. Hours may change in May when Library is open on Mondays.

TYPICAL TASKS include, but are not limited to:
Provides general reference and reader’s advisory services for adults and children; explains library policies and procedures to patrons and staff; assists, advises and instructs patrons on the use of library materials and equipment, including automated catalogs, the Internet, various software, eBooks and audio book reading and listening devices and digital literacy in general; 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 suitable for adults. Assists at the Circulation Desk when needed. Assists in and/or directs the preparation of exhibits and the organization and presentation of a variety of programs and events for adults as well as forming community partnerships for co-events; leads book discussion groups; promotes the Library out in the community and provides written outreach through community publications as well as press releases and other promotions; may represent the Library in meetings with the community or special interest groups. Helps to maintain social media connectivity to the library public. Works collaboratively with staff, the community, and special interest groups. Serves as Person-in-Charge when Branch Manager is absent. The Librarian II performs all of these tasks but at a more difficult, higher level. Bi-lingual skills desirable.
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 an adult librarian, preferably in a public library. Must have a valid California driver’s license. Spanish bilingual skills desirable but not required.

SALARY RANGES:

Librarian I - $58,156.80 to $72,612.80 annually
   $27.96-34.91

Librarian II - $61,089.60 to $76,252.80 annually
   $29.37-36.66

POSITION AVAILABLE: Immediately

CLOSING DATE: 5:00 pm, Tuesday May 2, 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 (707) 525-9563, 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