Sonoma County Library
Announces an Employment Opportunity

COLLECTION DEVELOPMENT COORDINATOR (LIBRARIAN III) –
MATERIALS MANAGEMENT -
CENTRAL SANTA ROSA LIBRARY – 40 HOURS PER WEEK

THE POSITION
This regular full-time, benefitted position performs work of considerable difficulty planning, coordinating and evaluating collection management functions for the county library system; oversees the interlibrary loan work unit; participates in and makes recommendations for improving library services, and performs related work as required. This position is located at the Central Library and reports to the Materials Management Division Manager.

SCHEDULE
Monday through Friday, 8 hours per day (usually 8am-5pm or 9am-6pm with one hour for lunch). May be required to work some evenings and weekends.

TYPICAL TASKS include, but are not limited to:
- Develops, updates and implements the library’s Collection Management Policy
- Provides leadership and direction for the selection and de-selection of materials in all formats, languages and age groups; selects materials in all categories
- Hires, trains, and supervises professional and para-professional staff in the work units of collection management and interlibrary loan
- Develops and allocates the annual materials budget; monitors the expenditures throughout the year
- Conducts analytical and operational studies regarding collection activities, policies and procedures; compile reports and statistics
- Oversees intellectual freedom issues and responds to requests for reconsideration
- Researches and evaluates new formats, techniques and technologies that allows the collections and interlibrary loan units to operate in the most efficient manner
- Plans, delivers and oversees staff development and training related to collections
- Fosters cooperative collection development with consortia library partners
- Responds to suggestions, requests, or concerns from library users
- Participates in meetings and continuing education programs
- Performs other duties as assigned

MINIMUM QUALIFICATIONS
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; four (4) years of experience as a professional librarian; must possess and maintain a valid California Class C Driver License.
**Librarian Position**

**Brett W. Lear**  
*Library Director*  
blear@sonoma.lib.ca.us  
211 E. Street  
Santa Rosa, CA 95404  
(707) 545-0831

**LIBRARY COMMISSION**  
Helena Whistler - *Chair*  
Paul Grill  
Vacant - *Vice-Chair*  
Paul Heavenridge  
David Ebright  
Barbara Mackenzie  
Reece Foxen  
Tim May  
Linda Garcia  
Randall Neff  
Tom Haeuser

**DESIRABLE SKILLS & ABILITIES**  
Requires excellent oral and written communication skills; knowledge of and ability to supervise, train, and evaluate staff; ability to establish, maintain, and foster positive and effective working relationships with those contacted in the course of work; Spanish bilingual skills are desirable but not required.

**SALARY RANGE:**  
$70,886.40-88,524.80 annually  
$34.08-42.56

**POSITION AVAILABLE:**  
Immediately

**CLOSING DATE:**  
5:00 p.m., Friday April 21, 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](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.