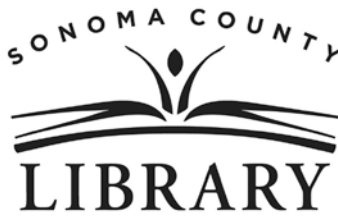


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LIBRARY COMMISSION

Helena Whistler - <i>Chair</i>	Paul Grill
Linda Garcia <i>Vice-Chair</i>	Paul Heavenridge
Barbara Mackenzie	David Ebright
Reece Foxen	Tim May
Tom Hacuser	Randall Neff

Sonoma County Library
Announces an Employment Opportunity

SENIOR LIBRARY ASSOCIATE – (INTERLIBRARY LOAN) MATERIALS MANAGEMENT DIVISION CENTRAL SANTA ROSA LIBRARY

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 over extra help employees, and volunteers.

DESCRIPTION

Under direction of the Collection Development Coordinator, *this regular, full-time position* performs a wide range of library tasks; orders/processes interlibrary loan requests; coordinates the work of the Interlibrary Loan unit; assists in selection tasks for the Collections Department; and performs related duties as required. As person in charge of day-to-day ILL work, this individual oversees the work of a Library Specialist and Library Aide, and assures excellent relationships with partner institutions for lending and borrowing. This position is located at the Central Library in the Materials Management Division.

SCHEDULE *(there can be some flexibility in start and end times as long as total hours per week equals 40)*

Monday through Friday, 8 hours per day. (Usually 8 to 5 or 9 to 6, with lunch break of one hour.)

TYPICAL DUTIES include, but are not limited to: **(PLEASE SEE ATTACHED JOB DESCRIPTION FOR ADDITIONAL INFORMATION)**

- Serve in a lead capacity with responsibility for providing direction for the Interlibrary Loan work unit
- Receives interlibrary loan requests; searches relevant database systems; confirms orders; upon receipt, verifies order and forwards item to patron; follow-up on items to ensure a timely return to originating library
- Receives and responds to questions from patrons concerning resources via our ILL and suggestion for purchase systems, and refers questions when necessary to librarians
- Advises patrons of library policies, procedures, and services in person and over the telephone
- Assists in borrowing, lending, acquiring and purchasing materials from other libraries using a variety of methods and platforms such as regional resource sharing, traditional ILL, and Link+
- Keeps current with changing and expanding techniques and processes of resource sharing that may be implemented by the Library
- Assists Collection Development Coordinator in routine materials selection responsibilities as assigned

MINIMUM QUALIFICATIONS

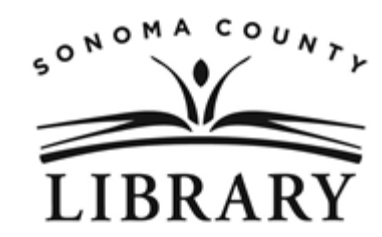
Education and Experience: Equivalent to graduation from an accredited four-year college or university; and four (4) years of work experience in library services.

SALARY RANGE: \$27.28 - \$34.06 per hour plus benefits (SCL does not participate in Social Security)

CLOSING DATE: **5:00 p.m., May 1, 2017**

HOW TO APPLY: *A formal application is required.* Applications can be obtained on the Staff Intranet site under Forms/Human Resources or the Library jobs page: <http://sonomalibrary.org/about/careers-at-sonoma-county-library> or by contacting Jane Klickman at jklickman@sonoma.lib.ca.us. Please send completed application by e-mail to jobapps@sonoma.lib.ca.us, inter-library delivery, or fax (525-9563). Postmarks will not be accepted, nor will unsigned material. Resumes may be included but will not be accepted in lieu of applications. **External applicants (non-SCL employees) 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



**OCTOBER 2015
FLSA: NON-EXEMPT**

SENIOR LIBRARY ASSOCIATE

DEFINITION

Under general direction, provides excellent customer service, performs a variety of complex paraprofessional library as the lead and/or specialist class with responsibility for providing lead direction and work review for assigned staff and/or having functional responsibility for a rural library substation, special collection, or specialized library service area; provides direct patron support through instruction and aid in the use of library resources; provides supplemental circulation services; may be assigned as the Person-in-Charge in the absence of higher-level Library staff; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Central Branch Manager, Branch Manager, or other management or supervisory staff. May provide work direction, training, and functional supervision to clerical or technical staff and/or volunteers.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the Library Associate series, responsible for the full range of paraprofessional library support activities and complex staff support associated with a Library Branch or Special Collection. Regular assignments include complex or specialized duties in areas such as reference, programming, ordering, collection maintenance, and general administration. Incumbents at this level may be assigned to oversee important operational functions of a Rural Station which, by virtue of its small circulation and limited hours of operation, does not require a professional Librarian. Incumbents may also be assigned to a special service or collection where they are responsible for a specialized library function or serve in a lead capacity. Incumbents give input to the development of library programs and service enhancements. Performance expectations include the use of advanced professional library concepts and objectives to resolve complex issues. Duties and assignments are defined by overall objectives and involve a high level of complexity in functional/subject area specialization. This class is distinguished from the professional Librarian class series in that the latter requires a broader scope and depth of technical knowledge and professional training in the selection, evaluation, and classification of library materials; planning, organizing, and implementing special library programs; and in performing the more difficult reference, original cataloging, and authority control work.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Oversees the full operations of a rural Library substation including opening and closing procedures, statistical reporting, and facilities oversight; assumes responsibility for all circulation and materials maintenance activities in a small library substation.
- Performs specialized administrative functions, as lead support for a Special Collection, such as History and Genealogy or Wine, within the Special Services and Collections Unit.
- Provides subject matter expertise to support a special service or collection within the Library; may include networking with external agencies to promote the special service or collection; may develop marketing communications materials and participate in speaking engagements; may be responsible for special projects and programs.
- Provides technical and functional direction, and training, to assigned staff and volunteers; may manage and administer a volunteer program for a special service or collection, which includes the recruiting of and management of the volunteers.
- Receives and responds to complex questions from patrons concerning resources; answers reference questions from patrons or directs the most difficult reference questions to appropriate Librarian.
- Advises patrons of library policies, procedures, and services in person and over the telephone.
- Uses the online catalog and other resources to assist patrons in locating and selecting books and reference materials; instructs patrons in the use of library equipment and resources including the Internet; conducts subject searches.
- Uses a computer to enter and retrieve information, locate library materials and charge and discharge materials; receives and processes requests and holds.
- May suggest selection of books and materials for purchase; participates in the ordering and procurement of materials; assists in resource allocation and budget tracking.
- May perform material ordering and bibliographic support for particular collections which includes assisting in compiling booklists and pathfinders; compiling orders from buyer's lists and librarian selections and answering reference questions in the area of a specialty.
- Receives inter-library loan requests; searches relevant database systems; confirms orders; upon receipt, verifies order and forwards item to patron; follows-up on items to ensure a timely return to originating library.
- Maintains shelf order including the shelving, arranging, and weeding of books and materials.
- Collects and accounts for fees and fines and makes deposits as necessary; keeps library records; may prepare cash reconciliations; may prepare related documentation.
- Assists the Central Branch Manager, Branch Managers, and Librarians with various administrative tasks and programs; may participate in office management and/or equipment maintenance activities.
- May participate in grant writing and administration.
- May be scheduled as Person-in-Charge in the absence of higher-level Library staff.
- Responds to suggestions, requests, or concerns from library users or community members.
- Compiles library activity reports and statistics.
- Performs other duties as assigned.

COMPETENCIES

Knowledge of:

- Principles and practices of operating a rural library substation.
- Subject matter relevant to a Special Collection support assignment.
- Basic principles and practices of employee supervision, including work planning, assignment, and the training of staff in work procedures.
- Principles and practices of complex paraprofessional library work, including library reference, readers' advisory, and other library services.
- Principles, techniques, and procedures in cataloging, indexing, classifying, and organizing library materials.
- Principles, practices and techniques of public relations, community outreach, and service promotion.
- Principles and techniques used in bibliographic research.
- Library services and available resources.
- Record keeping principles and procedures.
- Modern office practices and technology, including personal computer hardware and software applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Library staff.

Ability to:

- Perform complex paraprofessional and some professional library tasks in order to oversee a small rural substation and/or a Special Collection support assignment, including reference, readers' advisory, collection management, and cataloging.
- Advise patrons on the use of library resources, equipment and facilities.
- Organize own work and the work of others, set priorities, and meet deadlines.
- Interpret, explain, and apply all relevant Library policies and procedures, and applicable Federal and State laws, codes, and regulations.
- Explain policies and procedures to patrons.
- Use computer and other technology, including software, hardware, and the Internet sufficient to be able to assist customers, conduct research, prepare reports, and use email and other communications technologies.
- React tactfully and diplomatically during interactions with staff, the public, community groups while appropriately adhering to and enforcing sound library policies, procedures, and practices.
- Make sound, independent decisions within established policy and procedural guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

QUALIFICATIONS

Education and Experience:

Equivalent to graduation from an accredited four-year college or university with a degree in library sciences, humanities or liberal arts; and four (4) years of work experience in library services.

Licenses and Certifications:

None.

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. Incumbents must possess the ability to lift, carry, push, and pull items, storage containers, and shelving units weighing an average of 20 pounds, and up to 50 pounds of weight, in order to move materials from one place to another, with the aid of lifting/moving equipment.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office/library environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees in assignments providing direct assistance to the public can expect to have rare, occasional, or frequent interaction with abrasive, disruptive, and/or disorderly members of the community.

WORKING CONDITIONS

May be required to work flexible schedules including evenings, weekends, and holidays.