SUPERVISING LIBRARIAN (LIBRARIAN III) – CENTRAL LIBRARY
FULL-TIME – 40 HOURS PER WEEK

THE POSITION
This regular full-time, benefitted position performs work of considerable difficulty, assisting the Central Library Branch Manager in the management of the Central Library; develops and participates in the full range of routine to complex professional, technical and/or direct library services to the community, including development of programs and services for target audiences; identifies current community needs and projects future needs; participates in and makes recommendations for improving library services, and performs related work as required. This position is located at the Central Library.

SCHEDULE
Five days per week, Monday through Saturday; includes some evening and Saturday hours. Anticipated schedules may change based on operating needs.

TYPICAL TASKS include, but are not limited to:
- Hire, train, and supervise professional and para-professional staff; assist in setting individual and unit goals, work plans and performance measures; resolve conflicts among unit members
- Establish work schedules of staff to meet the operational needs of the library; schedule public staff on public service desks
- Plan, coordinate, and implement library services and programs
- Oversee management of evaluation, selection, de-selection and retention of various library materials; assign collection duties to librarians
- Assist Branch Manager with budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures
- Perform grant-writing activities
- Develop, implement, and evaluate services and programs
- Provide assistance to and advise patrons; answer readers’ advisory and general information questions from telephone, webpage and in-person queries
- Perform outreach to the community, community organizations, and schools; inform community members and organizations about library services, programs, and collections; maintain positive ongoing relationships with external groups in order to identify community needs and enhance public service
- Act as the Person-in-Charge in the absence of the Central Branch Manager
- Participate in meetings, committees, or projects intended to enhance services or promote consistent policies and procedures
- Maintain excellent customer service philosophy
- Discuss borrower policies and other library policies with library patronage as needed
- Respond to suggestions, requests, or concerns from library users or community members
- Participate in meetings and continuing education programs
- Attend professional meetings as required

Sonoma County Library
Announces an Employment Opportunity

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DISCOVER • LEARN • SHARE
- Compile library activity reports and statistics
- Work at public service desks
- Perform 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; Spanish bilingual skills desirable but not required.

**DESIRED 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; experience performing community outreach; Spanish bilingual skills are desirable but not required.

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

**POSITION AVAILABLE:** Tuesday, February 21, 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: [http://sonomalibrary.org/about/careers-at-sonoma-county-library](http://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.