Sonoma County Library
Announces an Employment Opportunity

WINE LIBRARIAN (LIBRARIAN III) – HEALDSBURG REGIONAL LIBRARY
FULL-TIME 40 HOURS PER WEEK

The Sonoma County Library is seeking a customer service driven library professional with excellent communication skills and knowledge of all things “wine” for its Wine Librarian position located in Healdsburg, within the Healdsburg Regional Library. This position is in the heart of Wine Country, with the Redwoods and Pacific Ocean only minutes away.

As a special library within a public library setting, the Wine Library serves wine industry professionals and wine enthusiasts with aplomb. With collections and services in business and technical resources, rare books portraying the global history of wine, oral histories and archival information detailing the history of wine in the North Coast region, as well as a comprehensive trove of resources spanning every related subject from growing grapes to pairing wine with anything you might think of, the Wine Library is an indispensable resource for drinkers, aspiring home winemakers, viticulturists, picking crews, hospitality professionals, and corporate business partners alike.

THE POSITION
Under general supervision, and while providing excellent customer service, the Wine Librarian is responsible for managing the Wine Library, a special collection of resources about the wine industry for both wine enthusiasts and wine industry professionals; also serves as an adult reference librarian. This position reports to the Healdsburg Regional Library Branch Manager and is located at the Healdsburg Regional Library.

TYPICAL TASKS include but are not limited to:
Manages the Sonoma County Wine Library
- Provides leadership, planning, and organization for the Sonoma County Wine Library.
- Provides input regarding the development and implementation of system-wide goals, objectives, and priorities.
- Makes budget recommendations related to assigned collection or projects to administrative staff; Monitors the Wine Library budget.
- Performs grant-writing activities for the Wine Library, under direction of supervisor and the Library Management Team.
- Supervises Wine Library volunteers.
- Manages the Wine Library collection by reviewing, selecting and recommending the deselection of library materials in a variety of formats, including digital collections and resources; performs original cataloging of special and digital items.
- Makes and maintains positive ongoing relationships with external groups, including wine enthusiasts, wineries and representatives of the wine industry, in order to identify community needs and enhance public service.
- Takes the lead in anticipating changes in community needs and changing technology and information services, and plans how to address needs and implement changes.
- Remains knowledgeable and current on technological advances that impact library services.
- Remains knowledgeable and current in cataloging practices for all media, including digital resources, and in current and emerging metadata standards.
- Acts as the Person-in-Charge in the absence of the branch manager, including making responsible and appropriate decisions based on patron and branch needs.
- Participates in local community activities to generate public support for library and fundraising efforts.
- Serves as a liaison to support groups.
The Sonoma County Library provides public library service to all of Sonoma County as a public agency created by a joint exercise of powers of the County of Sonoma and the Cities of Cotati, Cloverdale, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, and Windsor.

**COMMISSION**

- Tim May – Chair
- Helena Whistler – Vice-Chair
- David Ebright
- Reece Foxen
- Linda Garcia
- Paul Grill
- Paul Heavenridge
- Barbara Mackenzie
- Randall Neff
- Joanne Sanders
- Hilary C. Smith

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- Nurtures and develops the Friends of the Sonoma County Wine Library as an effective advocacy and fundraising organization.
- Promotes the Library and its resources to appropriate user groups across Sonoma County and beyond.
- Serves as a resource specialist for the public and staff related to the Wine Library collection.
- Provides training for staff related to the Wine Library collection.

**Serves as Adult Reference Librarian for the Wine Library and Healdsburg Regional Library**

- **Provides Public Service**
  - Is approachable, courteous, friendly and knowledgeable in assisting and advising patrons regarding the use of library materials and equipment, including automated catalogs and Internet software.
  - Conducts reference searches proficiently, using a variety of database, online and other search techniques; keeps up to date on databases and search techniques.
  - Provides difficult and extensive reference reader’s advisory services to the general public in a knowledgeable and professional manner.
  - Calmly and professionally explains library policies and procedures to patrons and staff providing options when possible, and explaining rationale positively when denials are required.

- **Participates in Collection Development**
  - In a responsible and accountable manner participates in collection development; suggests the addition of books, reference materials, audio and videotapes, electronic media, Internet resources and other library materials, doing so in a timely manner and following assigned schedules.
  - Uses professional judgment to recommend materials for de-selection.
  - Meets assigned deadlines

- **Provides Outreach Services**
  - Represents the library in meetings with the community or special interest groups in a professional and responsive manner.
  - Develops and conducts outreach, making the Sonoma County Wine Library and its resources accessible to all members of the community.
  - Organizes and presents welcoming and appropriate programs for various interest groups.
  - Prepares enjoyable and appropriate exhibits.

- **Performs other professional duties**
  - Is professional and accountable in participating in library meetings related to assigned area.
  - Takes the initiative to recommend equipment acquisition as well as policy and procedure revisions to improve patron service and efficiency in assigned program areas.
  - Maintains accurate records and files in a timely fashion.

**KNOWLEDGE AND ABILITIES include:**

**Knowledge of:** Principles, techniques, and practices of program development and administration, budget preparation and administration, professional library work, including library reference, collection development, and other professional library services; techniques and practices of adult services, including provision of reader’s advisory 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; techniques for promoting and publicizing library services, programs, and events; techniques for
effectively representing the Library in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public; techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, local municipalities, and Library staff; special subject knowledge of the wine industry

**Ability to:** Serve as the subject expert on wine and the wine industry; select, train, supervise, motivate, and evaluate a staff of volunteers; perform professional library tasks as assigned including reference, reader’s advisory, program and service development, collection development, and cataloging; identify the needs of the public and participate in collection development by evaluating and recommending materials for acquisition; use initiative and independent judgment within established procedural guidelines; 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; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**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; four (4) years of experience as a professional librarian; prefer an individual with a strong subject knowledge of wine and the wine industry; prefer some experience managing a specialized collection; Spanish bilingual skills desirable but not required; must possess a valid California Class C Driver License.

**SALARY RANGE:** $67,704.00 - $82,472.00 annually

**POSITION AVAILABLE:** April 5, 2016

**CLOSING DATE:** 5:00 pm, Friday, March 18, 2016

**TO APPLY:** A formal application is required. Applications can be obtained from the Library jobs page: [http://sonomalibrary.org/sites/default/files/application.pdf](http://sonomalibrary.org/sites/default/files/application.pdf) or by contacting Jane Klickman at jklickman@sonoma.lib.ca.us. Please send your completed application by e-mail to jobapps@sonoma.lib.ca.us or fax (527-5076), or mail to 211 E Street, Santa Rosa, CA 95404.