



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

LIBRARIAN II

Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Inyo County Free Library
LOCATION: Countywide
SALARY: Range 57 \$3363 \$3534 \$3709 \$3893 \$4086

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay employee portion of retirement. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DEFINITION: Under the general supervision of the County Librarian, this position will be responsible for the day-to-day operation of a small or medium branch library. The position performs high-level library duties; and performs related duties as required. Incumbents have independent responsibilities for the operation and staff supervision of a branch library and perform the more difficult paraprofessional library duties, following procedures established by professional librarians. As experience is gained and/or education obtained, incumbents may move upward in the series, depending upon favorable job evaluations.

ESSENTIAL JOB DUTIES:

Librarian I:

- All duties of Branch Library Specialist positions
- Manage the operation of a small branch library.
- Assist the Supervising Librarian at the Bishop branch, and manage the operation of that branch in the absence of the Supervising Librarian.
- Staff the circulation desk.
- Advise and assist patrons, resolving problems and complaints, when necessary.
- Perform library reference work; research reference requests; obtain library materials and information not in local branch.
- Perform an ongoing inventory of the branch's collection, recommending the acquisition of new materials; and supervise the withdrawing of outdated materials.
- Assist in the interview process to select new employees.
- Train and supervise regular staff and volunteers, providing written evaluations when required.
- Perform the notification and collection of fines owed.
- Insure that the facility is maintained in a neat, orderly and safe condition.
- Maintain necessary records, such as circulation figures, fines collected, and the number of reference questions processed. Write news releases and book reviews.
- Participate in special projects, such as planning for automation, when directed to do so.
- Plan and conduct special programs and activities.
- Represent the branch in the local community, and when necessary, act as an advocate for the library with outside groups and individuals
- Write grants as necessary.

Librarian II:

All duties of the Librarian I position, AND

- **Manage the operation of a medium branch library**
- **Conduct system-wide and branch inventories**
- **Coordinate countywide rotation of books**
- **Research difficult reference questions for branch libraries**
- **Locate library materials requested by branch libraries**
- **Oversee acquisitions and cataloging.**
- **Responsible for collections development, including the selection of materials to be added to the collection, evaluating the existing collection, and deaccessioning materials.**
- **Determine books and other materials to be placed on permanent deposit in branch libraries.**
- **Responsible for the Local History collection, including acquiring materials from many sources as they become available, preserving the existing collection.**

EMPLOYMENT STANDARDS

Librarian I:

A minimum of three years of experience as a Library Specialist or comparable position. An Associate of Arts Degree may be substituted for one year of specialist experience.

Librarian II:

A minimum of two years of experience as a Librarian I or comparable position. A Bachelor's Degree may be substituted for one year of Librarian I experience.

Knowledge of: Library terminology and standard library practices and techniques, library materials and the current publications available; modern supervision techniques and public relations; library organizational methods and techniques, books, reference sources and bibliographies, cataloging and classification procedures; modern office methods, procedures, and equipment.

Ability to: Assess the library needs of the community; assist patrons with a wide variety of library needs; perform routine reference work; assist and instruct patrons in the use of facilities and materials; prepare and maintain complete and accurate reports; conduct special service programs independently; adapt to new techniques and technologies related to library work; deal firmly and tactfully with staff and members of the public; operate personal computer and typewriter; lift, push, pull, and/or carry up to 40 pounds; mobility to stand, stoop, reach, and bend; some evening and Saturday work may be required. May work at any library in Inyo County as necessary.

Special requirements: Must possess or obtain by appointment date a valid operator's license issued by the California Department of Motor Vehicles; must successfully complete pre-employment background investigation.

Core Competencies:

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

- **Intensity:** Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.
- **Ethical Behavior:** Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.
- **Influence:** Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.
- **Commitment:** Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely

with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.

- **Interpersonal Skills:** Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.
- **Resiliency:** Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.
- **Craftsmanship:** Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral examination.

APPLICATION: This recruitment will remain open until position has been filled. Applications **must be received at the Inyo County Personnel Office, P.O. Box 249, Independence, CA 93526.** Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County hires only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Shoshone, and Tecopa). **All positions are considered Countywide positions.** Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.