



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

ANNOUNCES AN OPEN RECRUITMENT FOR:

LIBRARIAN I (PART-TIME)
Application Deadline: Open Until Filled

DEPARTMENT: Inyo County Free Library
LOCATION: Death Valley (Furnace Creek), CA
SALARY: 57PT- \$21.84-26.53/hour
Up to 19 hours per week – no County benefits

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. This is the first level in the supervisory series. 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:

- 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inventory of the branch's collection, recommending the acquisition of new materials; and supervise the withdrawing of outdated materials.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.
- Ensure 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.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: A minimum of three years of experience as a Library Specialist or equivalent position. An Associate of Arts Degree may be substituted for one year of specialist 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, cataloguing 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: You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation. Your position may be required to serve as a Disaster Service Worker during a County emergency.

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** in the Personnel Office, P.O. Box 249, Independence, CA 93526, no later than 5:00 p.m. on. 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. Applications may be faxed to meet the deadline—original application with original signature must be received.

THIS RECRUITMENT WILL ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED FOR UP TO ONE YEAR IN FILLING FUTURE VACANCIES IN THIS JOB CLASSIFICATION AND SALARY RANGE.

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.