



CONTRA COSTA COUNTY

HUMAN RESOURCES DEPARTMENT

651 Pine Street, 2nd Floor • Martinez, CA 94553
24-hour Job Hotline (925) 335-1700 • TTY or TDD (800) 735-2929
www.cccounty.us/depart/hr

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A great place to live...

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FINAL FILING DATE: October 4, 2010

LIBRARY SPECIALIST Monthly Salary Range: \$4,609-\$5,886

THE POSITION

Contra Costa County Library is pleased to announce two (2) vacancies for Library Specialist—Dougherty Station Library, located in San Ramon, California and Lafayette Library and Learning Center in Lafayette, California.

LIBRARY SPECIALIST—DOUGHERTY STATION LIBRARY:

The Dougherty Station Library is a joint-use public and community college library operated through a partnership between Contra Costa County, Diablo Valley College and the City of San Ramon. The goals of the Library are to support information needs as determined by the goals and objectives of each institution; develop collections, provide convenient access to them, and assist and instruct in their use; extend accessibility to information resources through participation in area, state, and national library networks; offer programs of interest to the service population; and provide an environment conducive to leisure reading, study and research. The Library Specialist—Dougherty Station Library will act as a specialist developing library services to support College students and faculty.

LIBRARY SPECIALIST—LAFAYETTE LIBRARY AND LEARNING CENTER:

The Lafayette Library and Learning Center, home to the Glenn Seaborg Learning Consortium, is a first-ever collaboration among 12 high profile arts, education, and cultural organizations that turns the Library into a regional resource of collaborative learning workshops, exhibits, lectures, films and discovery centers. Consortium members include Chabot Space and Science Center and Lawrence Hall of Science. The successful candidate in this position will act as a specialist in support of the innovative partnership promoting the resources of Bay Area cultural, science and educational organizations.

The employment list established from this examination may remain in effect for six (6) months.

MINIMUM QUALIFICATIONS

License Required: Possession of a Valid California Motor Vehicle Operator's License.

Education: Possession of a graduate degree from a school of librarianship accredited by the American Library Association.

Experience: Two (2) years of full-time or its equivalent professional library experience.

SELECTION PROCESS

- 1. Application Filing:** Applicants are encouraged to apply on-line at www.cccounty.us/depart/hr, or, submit a completed Contra Costa County application and supplemental questionnaire. Resumes may not be substituted for the official application or supplemental questionnaire. Incomplete or applications received without a supplemental questionnaire will be disqualified. An application may be obtained by visiting our office at 651 Pine St., 2nd floor, Martinez, CA 94553. Please see HOW TO APPLY on the reverse side of this announcement for additional locations to apply. **To view the typical tasks, knowledge, skills, and abilities associated with this position, please visit our website to see the detailed job description.**
- 2. Training & Experience Evaluation:** The evaluation will consist of an evaluation of each candidate's relevant education, training and/or experience as presented on the application and supplemental questionnaire. Candidates will receive a rating of 70% for meeting the minimum qualifications. Additional points will be awarded to those candidates who possess related education, training, and/or experience beyond the minimum qualifications. **(Weighted 100%)**

The Human Resources Department may change the examination steps noted above in accordance with Personnel Management Regulations and accepted selection practices.

OPEN ONLY: 09/21/10 – EB/nos

Exam Number: 3AVA-2010A

LIBRARY SPECIALIST

AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF CONTRA COSTA COUNTY NOT TO DISCRIMINATE BECAUSE OF RACE, RELIGIOUS CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, PHYSICAL OR MENTAL DISABILITY, MEDICAL CONDITION, MARITAL STATUS, SEX, AGE OR SEXUAL ORIENTATION

BENEFITS & APPLICANT INFO

CONTRA COSTA COUNTY

Contra Costa County's 750 square miles are located ideally near the San Francisco Bay Area. It has a temperate climate, beautiful geographical setting and shares in California's continuing growth. Over 850,000 residents reside in the varied suburban, industrial, agricultural and port areas of the County and enjoy outdoor recreational facilities ranging from boating, water skiing, fishing in the Bay and Delta waterways, to golfing, hiking, horseback riding and camping in Mt. Diablo State Park. Cultural resources include numerous local theatre, art and music centers as well as vast cultural and recreational resources in Oakland, San Francisco and the East Bay. Colleges include Saint Mary's, John F Kennedy University and three community colleges-Los Medanos (East County), Diablo Valley (Central County) and Contra Costa College (West County). The Berkeley Campus of the University of California is within an hour's drive from the County Seat of Martinez.

EMPLOYMENT INFORMATION

WHO MAY APPLY - Applicants must possess the minimum qualifications by the final filing date. This information is given on the front of the job announcement. United States citizenship is not required unless specifically listed under the minimum qualifications. Contra Costa County is committed to providing equal employment opportunity and no person applying for employment shall be discriminated against on the basis of race, national origin, gender, disability, age, or other unlawful discrimination. It is the policy of the County to provide reasonable accommodation, when needed, for otherwise qualified disabled employees and applicants for employment.

If you have a mental or physical condition that may be protected by law and require special accommodation in the application or testing process, please contact Human Resources.

California Relay Service (CRS) is available for Hearing and Speech Impaired users. To relay a message from a text telephone type (TTY) or Text Deaf and Disabled (TDD) call 1 (800) 735-2929

HOW TO APPLY - Apply on-line at www.cccounty.us/department/hr. If you do not have access to a personal computer, you can apply on-line at any of the 26 community libraries located throughout Contra Costa County. To access community library locations and hours of operation, please contact the Contra Costa County Library at 1-800-984-4636, or the Richmond Public Library at 510-620-6557. With a library card, you may also reserve a computer in advance by phoning the Contra Costa County Library or visiting the website <http://www.ccclib.org/> and by visiting the Richmond Public Library website <http://www.ci.richmond.ca.us/index.asp?NID=105>. You may also apply on-line and receive a full range of services to help you find a job at any of the EASTBAY-Works One-Stop Career Centers. Visit their website at: <http://www.ehsd.org/work/work010.html>

Paper application forms may be obtained from the Human Resources Department, or by calling (925) 335-1700. Completed applications must be mailed to the Martinez office and must be postmarked no later than the filing date. Resumes are encouraged but may not be substituted for the official application form. It is the applicant's responsibility to meet final filing deadlines and late applications will be disqualified on that basis. All job announcements note the final filing date in the upper left hand corner. For applications and filing information call: (925) 335-1700.

VETERANS' PREFERENCE CREDITS - Veterans who have received an honorable discharge and disabled veterans may be allowed an additional 5% of their total earned score in an open examination (provided the exam is otherwise successfully completed). To obtain this credit, veterans MUST pro-

vide a DD214, which indicates honorable discharge, and if applicable, proof of disability, WITH EACH APPLICATION BEFORE THE FINAL FILING DATE.

SENIORITY CREDITS - Employees in promotional examinations for represented classifications may be allowed up to an additional 5% of their total earned score (provided the exam is otherwise successfully completed).

HIRING PROCEDURES - Employment lists are established by ranking candidates according to their overall scores in this examination. The candidates must be successful in each part of the examination. To fill each vacancy, the hiring department will request that names be certified from the employment list and will make a selection from this list. Employment lists remain in effect for two years except as otherwise determined by the Director of Human Resources. A pre-employment health examination may be required prior to employment. In compliance with the Immigration Reform and Control Act of 1986, individuals offered employment by Contra Costa County will be required to show documentation as proof of eligibility to work in the United States as a condition of employment.

EMPLOYEE BENEFITS

SALARY - The starting salary is the first rate shown on the announcement. Advancement to the higher steps of the salary level is in accordance with Salary Resolutions of the Board of Supervisors.

WORKING CONDITIONS - Five days, 40 hours per week are the basic hours of employment. Time and one-half is paid for overtime for eligible employees and certain job classifications receive a 5% differential per hour for shift work.

EARNED TIME OFF - Holidays: An average of 13 holidays per year. Vacation: depending upon the classification in which employed, employees earn either two or three weeks vacation each year. Sick Leave: Twelve working days sick leave are accumulated each year; credits are accumulated indefinitely.

AGENCY SHOP REQUIREMENTS - Some job classifications are in collective bargaining units, the employees of which are required to join a union or pay an equivalent service fee.

INSURANCE - Eligible employees may select health and/or dental plans which include Health Maintenance Organization (HMO) and Preferred Provider Organization (PPO) options for employees and dependents. A term life insurance policy is included with any health and/or dental plan enrollment.

RETIREMENT AND DEFERRED COMPENSATION - The County retirement program includes the benefits under the County Employees Retirement Law of 1937 and Social Security. A deferred compensation plan is available at the employee's option.

EMPLOYEE WELLNESS - The Employee Wellness Program is a countywide health promotion program designed to support and promote the health and well being of County employees. Programs include: quarterly Wellness Program newsletters, health screenings and assessments such as blood pressure and body composition analysis, health fairs, voluntary quarterly blood drives, fitness and wellness challenges, and special classes and seminars on a variety of health topics.

CREDIT UNION - Offers systematic savings and loans at low interest.

DRUG/SMOKE FREE WORKPLACE - Contra Costa County is a smoke-free workplace. It is also an objective of Contra Costa County to achieve a drug-free County workplace. Any applicant for County employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the State, the rules governing County employment and the special trust placed in its employees.



CONTRA COSTA COUNTY
HUMAN RESOURCES DEPARTMENT
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Martinez, CA 94553-1292

Contra Costa County
Library Specialist – Dougherty Station Library
Library Specialist – Lafayette Library and Learning Center

Supplemental Questionnaire
Exam 3AVA-2010A

The purpose of this questionnaire is for you to specify your qualifications and experience in job related areas. It will also be used to assist in determining the most qualified applicants from among those applying. Please limit your response to five (5) total pages (or seven (7) if interested in both positions/locations). Although you may submit a resume, do not answer the questionnaire by indicating "please see resume".

All applicants should answer the following five (5) supplemental questions. The first two (2) questions are the same for both positions. There are three (3) additional questions for each position depending on your location choice. Applicants applying for both positions/locations should respond to all 8 questions.

Please indicate below the position(s) you are interested in:

- I am interested in the Library Specialist, Dougherty Station Library position
- I am interested in the Library Specialist, Lafayette Library and Learning Center position
- I am interested in being considered for both positions

All applicants should answer the following two (2) questions:

1. Describe your experience working with diverse ethnic backgrounds, cultures, learning styles and/or disabilities.
2. Describe your experience designing and implementing outreach programming.

Applicants for the **Dougherty Station Library position** should also answer the following:

1. Describe your experience supporting a library's role in a successful information literacy program.
2. Describe your experience promoting student learning.
3. DVC instructors and Contra Costa County Library staff are expected to participate in campus-wide and departmental activities. Describe your participation in similar partnerships or work teams.

Applicants for the **Lafayette Library and Learning Center** position should also answer the following:

1. Describe your experience establishing and maintaining relationships with community partners.
2. Describe your experience preparing and delivering presentations to diverse community groups.
3. Describe your experience conducting needs assessments and designing community programming that meets identified needs.

Applicant's name _____ Date _____

Applicant's Signature _____

