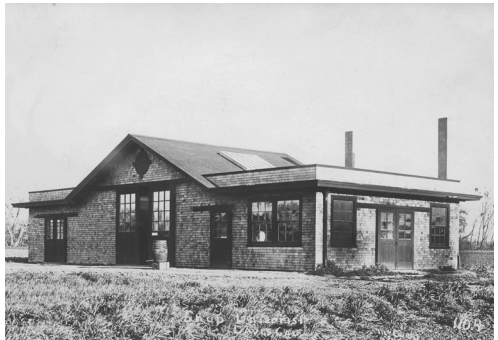
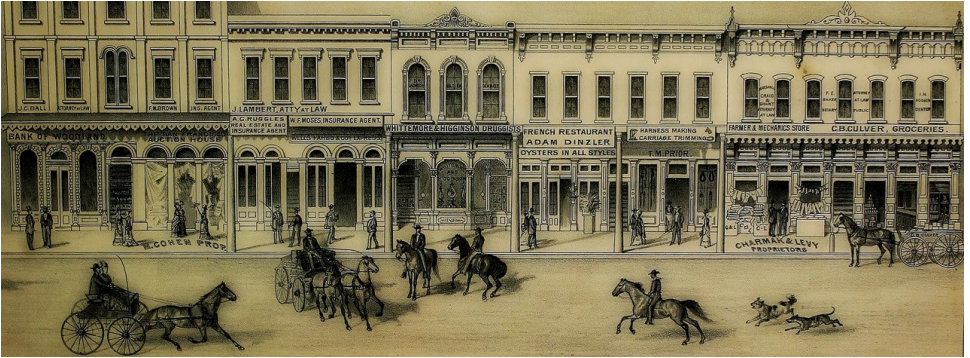


Yolo County Recruitment Archives & Records Center Coordinator



Yolo County Library
"We connect people and ideas"
www.yolocountylibrary.org



About Yolo County and the Library

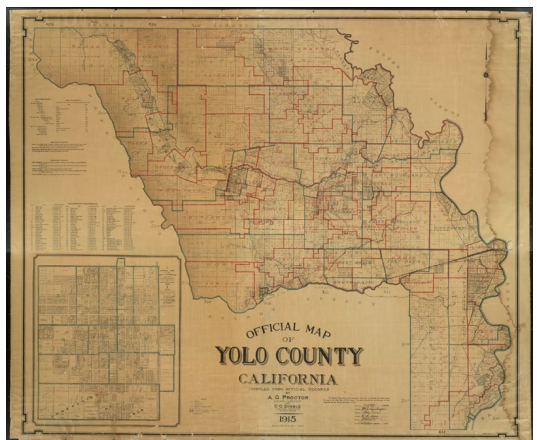
Yolo County is one of California's original 27 counties and is home to over 200,000 people. Nearly 85% of the population lives in the County's four cities: Davis, West Sacramento, Winters and Woodland. Traditionally, farming and ranching activities have played an important role in making Yolo County one of the leading agricultural producers in the nation.

There are excellent leisure and cultural opportunities, such as the Woodland Opera House and the Mondavi Center, whitewater rafting along Cache Creek, bicycling on scenic country roads, and fishing and water-skiing along the Sacramento River. The County is also home to the University of California, Davis with its 5,300-acre campus and 36,000 student population.

The Yolo County Library serves seven communities and the rural areas of Yolo County, and provides public library services to all areas of the County except the City of Woodland. Branch libraries are located in Clarksburg, Davis, Esparto, West Sacramento, Knights Landing, Winters and Yolo. Library Administration, Archives and Records Center, and Technical Services and operations are located in Woodland.

Public library services include collection management, circulation, Internet access, reserves and interlibrary loans, virtual branch and database services, computer and software applications, meeting and study rooms, diverse programs for all ages, homework and research assistance, literacy programming, reference and information services and instruction, family and children resources, community information services and Archives and Records Center services and preservation.

The Yolo County Library is committed to supporting a diverse and inclusive workforce reflective of the population we serve that are knowledgeable, nurturing and who continually support communities in our region. We are committed to an environment where differences are valued and all staff are part of a productive, high performing team delivering quality services to our clients.



About the position

This position is classified as a Librarian I/II and serves as the Archives and Records Center Coordinator, reporting directly to the County Librarian. This position provides and maintains research and access to historical documents and records to the entire community, as well as the Board of Supervisors, including primary documents, photograph reproduction and data retrieval. This position is responsible for outreach at community events and works in a team environment, supervising staff and volunteers, as well as working closely with and assisting the Friends of the Yolo County Archives. This position is also responsible for managing, updating, retaining and intaking records and documents for various Yolo County departments and local businesses in the Records Center and creating, updating, assisting and managing a countywide retention schedule.

This position is responsible for crafting, maintaining, and/or supporting educational programming, community memory collections and displays, digitizing and researching on demand items such as photos, letters and other invaluable materials and maintaining and providing access to the collection. Additional roles include building and maintaining relationships with local and national historical societies and organizations, such as the Gibson House Museum in Woodland, as well as serving as an advisor to historical agencies as needed.

In addition to the candidate qualifications listed under the "Employment Standards" in the online application, the ideal candidate will be a community oriented professional who shows strengths in promoting the library to a broader audience, enjoys direct public service, is familiar with electronic resource management, has the ability to engage new technologies, can manage grants and other projects and is capable of being the person in charge. The ideal candidate will have prior experience in using and adhering to archival standards, experience working in a records center, and/or knowledge of best practices. Possession of certification as a Certified Archivist or Certified Records Manager from the California Department of Libraries is highly desired.

Fluency in languages other than English is highly desirable. All Library staff in this class are expected to provide direct service at any branch. Incumbents in this position are required to work regular evening and weekend hours. For the complete list of essential functions, employment standards and knowledge and abilities, please visit the recruitment and application website at:

<http://agency.governmentjobs.com/yolococa/default.cfm>



How to apply

The deadline to apply for this position is **July 1, 2016**.

To learn more about this opportunity, and to apply online visit:
<http://agency.governmentjobs.com/yolococa/default.cfm>

For questions about this position contact:

Patty Wong, County Librarian

Phone: (530) 848-8768

Email: patty.wong@yolocounty.org

For more information about the recruitment process, please contact:

Jenny Brown, Personnel Analyst

Phone: (530) 666-8328

Yolo County is an Equal Opportunity Employer

