

# *The County of Yolo invites applications for Library Associate*



## **The Position**

The County of Yolo is recruiting for one regular, full-time position in the class of Library Associate at the Yolo County Library. The current opening is at the Mary L. Stephens Davis Branch Library. This position will work with a creative team of professionals, paraprofessionals, and community partners to deliver exceptional service to community members of all ages. The candidate selected for this position may be required to serve at other branches as needed and must be able to work regular evening and weekend shifts.

## **The Ideal Candidate**

The ideal candidate will be a community-oriented professional who is bilingual in Chinese, Spanish or Russian, though other languages may also be desirable. The candidate should be enthusiastic about promoting the library to a diverse community and reducing barriers to access. The candidate must be able to demonstrate strong leadership abilities, including training, scheduling and delegating assignments to staff and volunteers; act as a lead person in charge of a branch in the absence of the Branch Supervisor or Librarian; plan, schedule and coordinate tasks to maximize the use of available resources; communicate effectively, both orally and in writing, with library users, staff, community partners and the public; make sound decisions related to patron concerns and disputes over library fees and materials; solve problems using a collaborative and teamwork approach; and understand written policies and interpret them for staff and the public. The candidate must show a

broad understanding and support for diversity, equality, and equity for everyone in the community. Experience working in a multilingual, multicultural environment is highly desired.

For a complete list of essential functions, employment standards and knowledge and abilities, please visit the recruitment and application website at: <https://agency.governmentjobs.com/yolococa/default.cfm>.

## **The Yolo County Library**

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, which independently provides a public library. Branch libraries are located in Clarksburg, Davis, Esparto, Knights Landing, West Sacramento, Winters, and Yolo. Library Administration and Technical Services operations are located in Woodland.



Basic public library services include collection management, circulation, interlibrary loan, virtual branch and database services, Internet access and use of computers and software applications, meeting room use, study group room use (where available), diverse programs for all ages, homework and research assistance, reference and information services and instruction, and Archives & Records Center services and preservation.

Yolo County Library provides access for all to ideas that inform, entertain, and inspire. We connect people and ideas.

## The County

Yolo County was one of the original 27 counties when California became a state in 1850, and operates under General Law. The County is governed by an elected five-member Board of Supervisors. The County is organized into functional areas including General Government, Health and Human Services, Law and Justice Services, and Planning and Public Works.

Yolo County is home to over 200,000 people, of which nearly 85% of the population lives in the County's four cities: Davis, West Sacramento, Winters and Woodland. Sacramento, the State Capitol, is located 20 miles southeast of Woodland. The County's close proximity to the Sacramento International Airport, as well as two interstate highways, places Yolo county within a major transportation hub of the state. Traditionally, farming and ranching activities have played an important role in making Yolo County one of the leading agricultural producers in the nation.

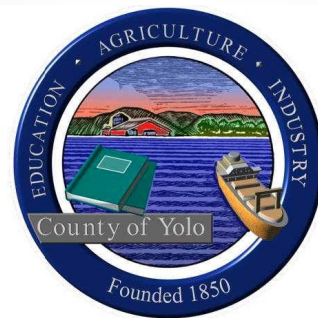
Yolo County is a great place to live - we have a diverse population and is home to the slow food movement, many organic farms, and community supported agriculture. The arts have an excellent venue - the Mondavi Center - at University of California, Davis. If you like adventure, you can easily enjoy the nearby Sierra Nevada mountains, Northern California coast, San Francisco Bay Area, and the Napa Valley wine country.

The County is home to the University of California, Davis with its 5,300-acre campus and a student population of more than 35,000.

## Candidate Qualifications

**Education:** Bachelor's Degree from an accredited college or university preferably in a library-related major/program; AND

**Experience:** One (1) year of library experience comparable to the Yolo County class of Library Assistant I or above, in a mid-size or large public or private library.



## Compensation Package

**Library Associate salary range is \$41,729 - \$50,721 annually.**

In addition, some of the benefits provided by the County are listed below.

- **Retirement** - Classic member CalPERS: 2.5% @ 55, employees contribute 8% of salary toward retirement. New member CalPERS: 2% @ 62, employees contribute 6.25% toward retirement. All County employees participate in Social Security and Medicare.
- **Health Benefits** - The County offers nine health plans (6 HMO's and 3 PPO's). Employees receive a generous benefit package annually to purchase health, dental, and vision insurance.
- **Life Insurance** - The County provides a \$25,000 Life and AD&D Policy.
- **Sick Leave:** 8 hours per month.
- **Vacation Leave:** 80 hours per year and accrual rate increases to 104 hours after 5 years of employment.
- **Holidays:** 10.5 paid holidays annually and an additional 32 hours of floating holidays each fiscal year.
- **State Disability Insurance:** Eligible for short-term disability benefit.

## Application Process

To learn more about this opportunity, and to apply online, please visit our webpage:

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

## Contact Information

For questions about this position or about employment with the County, please contact Human Resources email at [jobs@yolocounty.org](mailto:jobs@yolocounty.org) or by phone at (530) 666-8055.

Visit us online at [www.yolocounty.org](http://www.yolocounty.org) & [www.yolocountylibrary.org](http://www.yolocountylibrary.org).