

Yolo County Recruitment

Library Circulation Supervisor



YOLO COUNTY
LIBRARY

We connect people and ideas

About the Position

Yolo County Library is recruiting to fill one regular, full-time Library Circulation Supervisor position. The incumbent will participate in the development and implementation of circulation policies and procedures for Yolo County Library, as well as directly supervise and train circulation staff. The incumbent will work at the Mary L. Stephens Davis Branch Library, and be required to work evening and weekend hours as part of their regular schedule.

The Ideal Candidate

The ideal 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 Library Manager or Supervisor; 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 team-oriented approach; and understand written policies and interpret them for staff and the public.

The ideal candidate will be a community-oriented professional who is bilingual in Chinese, Spanish or Korean, 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 show a broad understanding of, and demonstrate support for, diversity, equality, and equity for everyone in the community. They must also show a commitment to maintaining equitable, inclusive, and respectful environments so that every person in the organization has the opportunity to reach their full potential and is valued for their unique qualities and contributions. Experience working in a multilingual, multicultural environment is highly desired. The candidate will utilize their multilingual and multicultural knowledge and experience to not only perform their duties, but also appropriately serve the community in a manner that is culturally competent and affirming.

Qualifications

Education: Equivalent to a Bachelor's Degree from an accredited college or university; AND

Experience: Two (2) years of experience in a public or private library involving heavy public contact. At least one year of experience must have been at a supervisory, management, or lead worker level.

OR

Education: Equivalent to an Associate's Degree from an accredited college or university; AND

Experience: Four (4) years of experience in a public or private library involving heavy public contact. At least one year of experience must have been at a supervisory, management, or lead worker level.

Compensation

The salary range for this class is as follows:

\$48,040 - \$58,393 Annually

\$4,003 - \$4,866 Monthly

\$23.10 - \$28.07 Hourly

Benefits

CalPERS Retirement. The County also participates in Social Security and Medicare programs.

Health/Dental/Vision Benefits – The County offers nine health plans (6 HMO's and 3 PPO's), as well as Delta Dental and Medical Eye Services. The incumbent receives a benefit package of \$20,454 annually to purchase health, dental, and vision insurance.

Deferred Compensation – Employees receive a limited annual match based on years of service.

Time Off - Employees earn 96 hours of sick leave, 80 hours of vacation per year, and 32 hours for floating holidays. The County has 10.5 paid holidays per year.

Application & Selection Process

Your application should highlight all relevant education, training, and experience, and clearly indicate how you meet the minimum qualifications for this position. To view a complete job bulletin and apply online, please visit the Yolo County Employment Opportunities page at www.yolocounty.org.

In addition to a completed application, applicants are required to submit a detailed resume, completed supplemental questionnaire, and verification of education for this position.

Supplemental Questions

The following supplemental questions are required as part of this application process:

- Please provide specific examples of your experience as a manager, supervisor, or lead worker. Include in your response information about the types of duties you performed in that role as well as the number of employees you supervised.
- Please provide a specific example of a time when you provided excellent customer service.
- Are you able to read, write, and speak another language in addition to English? If you answer "yes" to this question, please list the other language(s).

The application deadline is Friday, May 4, 2018.

After all applications have been screened, the selection process is tentatively scheduled to proceed as follows:

June 4, 2018: Selection Interviews

TBD: Finalist Interviews

TBD: Reference Checks

TBD: Tentative job offer/Livescan/Drug & Alcohol Screen

July 16, 2018: Estimated Start Date

Contact Information

For questions about the position or about employment with the County, please contact Jenny Brown by email at jenny.brown@yolocounty.org or by phone at (530) 666-8328.



About Yolo County and the Library

Yolo County, California, with a population of just over 215,000, is a naturally beautiful and richly diverse county. It is one of the leading agricultural producers in the nation.

While agriculture is Yolo County's primary industry, nearly 85% of the County's population lives in the four cities of Davis, West Sacramento, Woodland, and Winters. It is an increasingly diverse county with 23% of the population born outside the United States. One in five K-12 students is an English language learner.

Yolo County is one of California's original counties and operates under General Law. The County is governed by an elected Board of Supervisors consisting of five members. The County is organized into functional areas, such as: General Government, which includes the Library and County Archives and Records Center; Law and Justice Services; Health and Human Services; and Community Services.

Yolo County Library provides public library services to the entire County, except for the City of Woodland, with branch locations in Clarksburg, Davis, Esparto, Knights Landing, West Sacramento, Winters and Yolo. Library Administration, Technical Services and operations are located in Woodland.

Public library services include collection management, circulation, 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, family and children resources, Archives and Records Center services and more.

Yolo County Library is committed to employing a diverse and inclusive workforce that reflects the population it serves. Library employees are service oriented, knowledgeable, and passionate about reading, literacy and public service.

The Yolo County Library Advisory Board has proclaimed: "No matter where you come from, everyone is welcome at Yolo County Library." Yolo County Library is committed to supporting diversity, equity, and inclusion and embraces all spoken and signed languages, all races and ethnicities, all religions and creeds, all gender identities, all countries of origin, all sexual orientations, all immigrants and refugees, and all abilities and disabilities.

The Library is committed to an environment where differences are valued and all staff are part of a productive, high performing team delivering quality services to all people. To learn more about Yolo County Library visit:

www.yolocountylibrary.org.

