

Yolo County Recruitment **Assistant County Librarian**



**YOLO COUNTY
LIBRARY**
We connect people and ideas



About Yolo County

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 with 661,000 acres that are used primarily for farming and ranching. The Capay Valley is one of the leaders in the nation for organic farming.

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 22% of the population born outside the United States. The County seat is located in Woodland, which is just 20 miles northwest of the State Capitol of Sacramento.

YOLO COUNTY CORE VALUES

- Service
- Performance
- Integrity
- Responsibility
- Innovation
- Teamwork

About the Yolo County Library

Yolo County Library strives to bring diverse and dynamic programs and services to its many communities and residents through innovation, communication, engagement, collaboration and diversity, providing opportunities for everyone to read, grow, discover and interact with one another and the world at large.

Library services are provided to the entire County, except for the City of Woodland, with branch locations in Clarksburg, Davis, Esparto, Knights Landing, West Sacramento, Winters and Yolo. The Library Administration/Operations and Technical Services divisions are located in Woodland. The Library budget for fiscal year 2017-18 is \$9,017,573 and the major source of revenue is a dedicated property tax.

THE YOLO COUNTY LIBRARY MISSION:

Provide access for all to ideas that inform, entertain, and inspire.

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

The Yolo County Library Advisory Board has proclaimed: "No matter where you come from, everyone is welcome at Yolo County Library." Accordingly, 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.

Yolo County Library is committed to supporting an inclusive employee workforce that is reflective of the population and who are knowledgeable, encouraging and continually supporting of communities in the region. The Library is also committed to nurturing an environment where differences are valued and all staff are part of a productive, high performing team that delivers quality services to all customers.

For more information about the Yolo County Library, please visit the department website at www.yolocountylibrary.org.



About the Position

The Assistant County Librarian serves at the pleasure of the County Librarian and is responsible for planning, organizing, directing, and coordinating the activities and the support services performed for the Yolo County Library branches. Essential functions of the position include, but are not limited to, the following:

- ◆ Supervising library management staff; recruiting, retaining, developing and training staff; conducting performance evaluations; providing direction, guidance, and leadership to staff and models expected behaviors.
- ◆ Fostering an atmosphere of diversity and inclusion in the workplace and promoting such values throughout the Library system.
- ◆ Managing staff and customer relations; setting customer service standards and communicating them to staff; ensuring compliance.
- ◆ Overseeing and coordinating the performance management process and system-wide staff development and training activities.
- ◆ Identifying opportunities for improvement in the current policies, procedures, and systems; developing recommendations for changes, recognizing the implications of recommendations; implementing modifications to the program, policies, and/or procedures.
- ◆ Taking the lead in negotiating and developing contracts with Library vendors.
- ◆ Assisting in the preparation and monitoring of the annual budget.
- ◆ Troubleshooting difficult problems, countywide in scope, and referring the most serious matters to the County Librarian.

QUALIFICATIONS

Education: A Master's Degree in Library Science, Library Information Services, or related library field or equivalent from an American Library Association (ALA) accredited graduate school of Librarianship;

OR

A Master's Degree from an accredited college or university in Business Administration, Public Administration, Financial Management or Organizational Development;

AND

Experience: Five (5) years of professional experience which includes a minimum of three (3) years of direct supervisory or management level experience in a library or other public institutional setting.

IDEAL CANDIDATE

In addition to the experience and education requirements, the ideal candidate for this position should possess administrative strengths such as strong financial analysis skills, experience with project management and budget forecasting, negotiation skills, as well as an aptitude with emerging technologies. Key personal characteristics include the ability to be flexible and confident in operating within a multi-faceted environment that includes urban, suburban, and rural customers as well as the political savvy to approach each audience appropriately. The successful candidate will be forward thinking, an effective communicator, and a natural change manager who has a demonstrated track record of fostering inclusiveness within the workplace.

The ideal candidate will be a community-minded professional who shows a broad understanding of, and demonstrates 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. The candidate should be enthusiastic about promoting the library to a diverse community and reducing barriers to access. Experience working in a multilingual, multicultural environment is highly desired. Bilingual ability in Spanish, Russian, Chinese, or Korean is preferred. The candidate will utilize their multilingual and multicultural knowledge and experience to not only to perform their duties, but also to serve the internal and external community in a manner that is culturally competent and affirming.

Compensation Package

The County of Yolo offers a competitive total compensation package. The current annual salary range for this position is \$84,964 - \$103,277. The salary placement will be made based on the qualifications of the selected candidate. In addition, the benefits provided by the County include the following:

Retirement: CalPERS 2.5% @ 55 for classic members; employees contribute 8% of salary toward retirement. (New members: 2% @ 62; employees currently contribute 6.25% of salary toward retirement.) The County participates in Social Security and Medicare programs.

Health Benefits: Employees currently receive a benefit package of \$20,454 annually to purchase health, dental, and vision insurance; remaining balance paid to the employee as taxable earnings. The County requires all employees to enroll in both the dental and vision plan.

Life Insurance: The County provides a \$50,000 Life and AD&D Policy

Deferred Compensation: The County provides a \$500 match each calendar year when an Assistant Department Head defers \$500

Sick Leave: 8 hours per month

Vacation Leave: 80 hours per fiscal year; 104 hours after 5 years of employment

Administrative Leave: 40 hours per fiscal year

Floating Holidays: 32 hours per fiscal year

Holidays: 10.5 holidays per year

County Disability Insurance: Eligible for short-term disability benefit at 75% of salary

Employee Assistance Program: Confidential counseling program with up to 6 visits per incident each fiscal year

How to Apply

The deadline to apply for this position is June 8, 2018.

To apply for this exciting career opportunity, please submit a letter of interest and detailed resume to:

Jenny Brown, Senior Personnel Analyst
County of Yolo Human Resources
Court Street, Room 101
Woodland, CA 95695

OR

Send via email to jenny.brown@yolocounty.org

Candidates with the most relevant qualifications will be contacted for additional discussion and screening. Candidate interviews are tentatively scheduled for June 2018.

Questions:

Should you have any questions about this position or would like to recommend a colleague, please contact:

Mark Fink, County Librarian
Mark.Fink@yolocounty.org
(530) 666-8002

