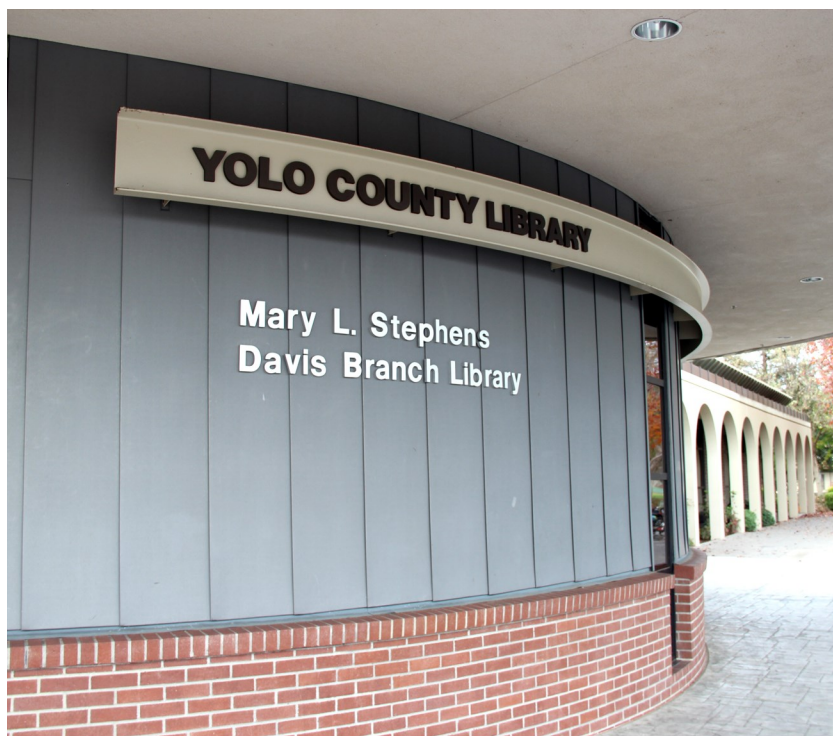
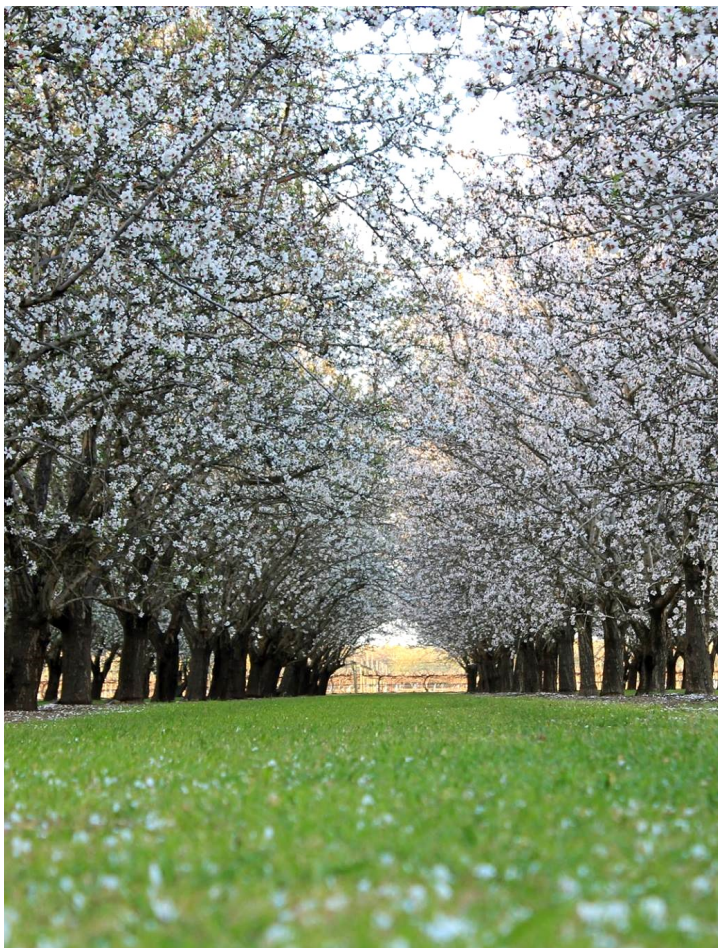


# Yolo County Recruitment

## Library Associate



YOLO COUNTY  
LIBRARY

We connect people and ideas



# About the Position

Yolo County Library (YCL) is recruiting to fill two regular, full-time Library Associate positions. There is a Circulation/Public Service position that will be primarily located at the Mary L. Stephens Davis Branch Library, and the incumbent will be required to work evening and weekend hours as part of their regular schedule. There is also a Technical Services position that will be primarily located at the YCL Central Services Branch.

## The Ideal Candidate

The incumbent 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 incumbent should be enthusiastic about promoting the library to a diverse community and reducing barriers to access; show a broad understanding of, and demonstrate support for, diversity, equality, and equity for everyone in the community; and 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, and the ability to read, speak, and write in Spanish, Russian, Chinese and/or Korean is preferred. The incumbent 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:** Associate'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; Or two (2) years of experience as a team leader or shift supervisor overseeing customer service functions in a non-library setting.

**Substitution:** Additional experience comparable to the Yolo County class of Library Assistant I or above, in a mid-size of large public or private library may substitute for up to thirty (30) semester (45 quarter) units of the required education, on the basis of one year of full-time experience is equivalent to 30 semester (45 quarter) units.

## Compensation

The salary range for this class is as follows:

\$43,597- \$52,992 Annually  
\$3,633- \$4,416 Monthly  
\$20.96 - \$25.48 Hourly

## Benefits

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

**Health/Dental/Vision Benefits** – The County offers nine health plans (8 HMO's and 4 PPO's), as well as Delta Dental and Medical Eye Services. Employees receive a generous benefit package 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 40 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](http://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 list any languages that you are able to read, write, and speak in addition to English.
- Please provide specific examples of your experience as a 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 led/supervised.
- Please provide a specific example of a time when you delivered excellent customer service.
- Please choose from one of the options below that best describes which position(s) you are interested in:
  - \* Circulation/Public Services
  - \* Technical Services
  - \* Both

**The deadline to apply for this position is Friday, October 25, 2019.**

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

Selection Interviews

Finalist Interviews

Reference Checks

Tentative job offer/Livescan/Drug & Alcohol Screen

## Contact Information

For questions about the position or about employment with the County, please contact Jenny Brown by email at [jenny.brown@yolocounty.org](mailto: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 the County Archives and Records Center; Law and Justice Services; Health and Human Services; Planning, Resources and Public Works and Agriculture.

The 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 the Yolo County Library visit: [www.yolocountylibrary.org](http://www.yolocountylibrary.org).

