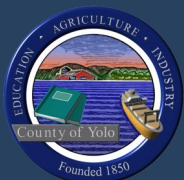


COUNTY OF YOLO
INVITES APPLICATIONS FOR
Assistant County Librarian



County of Yolo
Making a difference by enhancing the quality of life in our community

The Position

The County of Yolo is recruiting for the new Assistant County Librarian at the Yolo County Public Library system. This is a department promotional recruitment, and only current, regular employees are eligible to apply.

THE POSITION

The Assistant County Librarian is a single incumbent At-Will position that serves at the pleasure of the County Librarian. The candidate selected for this position will be responsible for assisting the County Librarian with administering, coordinating, and supervising the County Library system; planning, organizing, directing, and coordinating the activities and the support services performed for the Library branches; and acting in the absence of the County Librarian. Day-to-day library operations include Department level HR duties and responsibilities, recruitment for vacant positions, training and staff development, updating policies and procedures, and supervising two Regional Library Managers and the Central Services Manager.

The ideal candidate will be an outstanding communicator and have strong interpersonal skills. This individual will think strategically and make sound operations decisions while effectively leading and managing change and addressing short-term challenges while maintaining a long-term vision. The Assistant County Librarian will be comfortable with coordinating long range planning and community interaction as well as communicate resource needs to the County Librarian to successfully deliver services countywide. The ideal candidate will promote staff development, foster a team environment through collaboration and respectful management and will support the County's commitment to equity, diversity and inclusion.

Responsibilities include, but are not limited to, the following functions:

- Plans, organizes, directs, and coordinates the activities of public library and support services.
- Supervises library management staff; recruits, retains, develops and trains staff; conducts performance evaluations; provides direction, guidance, and leadership to staff and models expected behaviors.
- Participates as a member of the library leadership team.
- Manages staff and customer relations; sets customer service standards and communicates them to staff; ensures compliance.
- Oversees and coordinates the performance management process and system-wide staff development and training activities.
- Oversees the system-wide development, communication and application of circulation policies and procedures; ensures they are consistent, but also reflective of the needs of the individual branches.
- Identifies opportunities for improvement in the current policies, procedures, and systems; develops recommendations for changes, recognizing the implications of recommendations; implements modifications to the program, policies, and/or procedures.
- Supervises the Central Services Manager and staff in collection management responsibilities for the County Library .

The Position

POSITION RESPONSIBILITIES CONTINUED...

- Negotiates and develops contracts in collaboration with the department's Fiscal Administrative Officer.
- Effective project management, including setting realistic schedules, managing resources to keep on track, and good attention to detail.
- Assists in the preparation and monitoring of the annual budget.
- Serves on the Library Policy Committee and acts as Chairperson in the absence of the County Librarian.
- Manages and implements complex and special projects; ensures library materials are properly merchandized systemwide.
- Oversees and coordinates the performance management process and system-wide staff development and training activities.
- Troubleshoots difficult problems, countywide in scope, and refers the most serious matters to the County Librarian.
- Develops, coordinates, and promotes activities to meet changing needs and to improve program services.
- Cultivates and maintains positive working relationships with library staff, other County employees, and the community utilizing accepted principles of effective customer service.
- Cultivates a work environment that fosters equity, diversity, and inclusion.
- Attends meetings and participates in committees and organizations that further the library's mission and goals.
- Keeps abreast of developments in library administration by attending workshops and educational programs and reading professional publications.

CANDIDATE 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.

The Compensation Package

The County of Yolo offers a competitive total compensation package. **The salary range for this position is \$112,008 - \$136,157.** Salary placement will be made based on the qualifications of the selected candidate. In addition, the benefits provided by the County include the following:

CalPERS Retirement Plan (the County also participates in Social Security and Medicare programs)

Health Benefits

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

Deferred Compensation: The County provides a \$250 match for 1+ years of service, a \$1,000 match for 10+ years of service, and a \$1700 match for 20+ years of service each calendar year when an Assistant Department Head defers the same amount.

Sick Leave: 96 hours per fiscal year

Vacation Leave: 80 hours per fiscal year

Administrative Leave: 40 hours per fiscal year

Floating Holidays: 44 hours per fiscal year

Holidays: 10 holidays per year

County Disability Insurance: Eligible for short-term disability benefit at 85% of salary

Employee Assistance Program: Confidential counseling program with up to 6 visits per incident per calendar year.



How to Apply

The deadline to apply for this position is Monday, April 17, 2023

To apply for this exciting career opportunity, please submit a letter of interest and a detailed resume via email to jenny.brown@yolocounty.org.

Following the filing deadline, resumes will be screened according to the qualifications outlined in the brochure. The first round of Interviews is tentatively scheduled to occur in May 2023. If you have any questions, please do not hesitate to contact Jenny Brown at (530) 666-8328.

Yolo County, a place where YOU belong!

The average person spends one third of their life at work. Why not spend that time in an environment where you are seen for who you are, celebrated for the diversity you bring, and valued for your potential to contribute to an innovative and dynamic workforce? Yolo County is committed to creating and sustaining an inclusive and equitable workplace which supports and values our diverse community.

Come join us! This is where YOU belong.



**YOLO COUNTY
LIBRARY**

We connect people and ideas

