



# CITY OF YORBA LINDA

## INVITES APPLICATIONS FOR

### **LIBRARIAN / CHILDREN'S SPECIALIST**

**Full-Time Permanent**

**SALARY**     \$4,710 - \$5,725 per month

**FINAL FILING DATE:** Recruitment for this position and applications will be accepted by the Library Department until Monday, August 28, 2017 at 5:30 p.m.

#### **THE POSITION**

Under general supervision, performs the more complex professional and technical library work; is responsible for being the back-up person in charge and/or building supervisor.

#### **EXAMPLES OF DUTIES**

1. Performs a variety of professional librarian duties; provides excellent customer service when assisting the public in making the most effective use of library services, materials, tools, and equipment; provides reader's advisory and reference services, utilizing print materials and electronic resources.
2. Will be asked to provide expertise in a specific area of the library such as business, technology, local history, children's or teen services, interlibrary loan, etc.
3. Interprets and applies general library policies and procedures for patrons and staff.
4. Provides highly responsible and technical staff assistance to the managing librarian in the department's daily activities to enable the department to offer quality programs and services to the community; plans, prepares, implements and evaluates special projects, library programs and library related activities including storytimes, library tours, instructional classes in library use, and a variety of library-related literature-based and educational programs and activities.
5. Evaluates community needs and suggests programs of service to meet those needs; responsible for the planning, design, implementation and evaluation of these programs; gives oral, written, interactive, computer-generated presentations.
6. Works as a liaison with other community libraries local schools, and other community groups; participates in community events and outreach activities; travels to attend meetings, workshops and conferences; represents the library at professional and community meetings and events.
7. Participates in collection development activities including reviewing professional journals, selecting materials for purchase, weeding; sorts donated materials and is responsible for collection development in assigned areas.
8. Operates public access computers and staff computers for research, reserves, collection maintenance, and other specialized needs; participates in the compiling of library activity reports and statistics; utilizes word processing, spreadsheets, and other computer applications; has a working knowledge of a variety of consumer electronic devices and is able to give instruction on their use.
9. Assists with coordinating promotional materials and information releases including brochures, flyers, posters, handouts, newsletters, emails, social media and other technology related forums.
10. Supervises, trains, and/or evaluates staff and/or volunteers as assigned.

11. Acts as building supervisor when assigned; is responsible for being in charge as a back-up to the building supervisor on a regular basis.

12. Performs other duties as required.

### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

1. A professional level position that requires in-depth knowledge of library practices, principles and materials, books, authors, reading levels, technology (including computers and a variety of consumer electronic devices) and non-print materials.
2. Ability to provide excellent customer service by meeting the public with tact, courtesy and an attitude of “going the extra mile”. Skills to communicate effectively, both orally and in writing, to staff and a widely diverse public; make presentations and effectively represent the library; organizational skills.
3. Ability to perform difficult reference work and conduct effective patron interviews; operate public access computers; in-depth knowledge of searching using electronic resources; ability to provide instruction on a variety of electronic devices.
4. Technical knowledge of library-related computer applications, hardware, software, and internet, as well as electronic database searching.
5. Knowledge of community outreach and promotional techniques.
6. Ability to select print and non-print materials and evaluate the collection for balance relative to community needs; professional knowledge of principles of cataloging and classification for print and non-print materials.
7. Ability to plan, prepare, implement and evaluate major programs and projects from beginning to end; anticipate and meet deadlines.
8. Ability to supervise, train and evaluate staff and volunteers; ability to work effectively with staff, volunteers, city employees, and the general public.
9. Ability to take the responsibility of being in charge of the library in the absence of a manager; ability to handle and resolve customer service issues, handle building emergency issues or staffing needs.

### **MINIMUM QUALIFICATIONS**

Masters of Library and Information Science degree required, along with one year experience working in a public library.

### **PHYSICAL REQUIREMENTS**

The physical tasks of this position include sitting at a desk and computer terminal, walking, reaching, lifting, turning and twisting, bending and stooping, pushing and pulling, using small tools. Sitting, standing and walking can each be for sustained periods of time from one to two hours; reaching to shelf height of seven feet; lifting an average of 20 pounds; pushing and pulling objects including carts with a force of up to 60 pounds. Each physical task occurs in variations throughout the day.

Vision requirements include ability to read books, magazines, and other printed materials; computer screens, signage, etc.

Hearing and speaking requirements include ability to communicate effectively and in a timely manner over the telephone, person to person with the public and co-workers and to groups.

### **APPLICATION, SUPPLEMENTAL QUESTIONS, AND SELECTION PROCEDURE**

To obtain an application packet you may:

- Call 714/777-2466 to request one be mailed to you.
- Download from the website – [ylpl.org](http://ylpl.org)
- Visit the Library at 18181 Imperial Highway, Yorba Linda, California 92886

Applications emailed or faxed will **not** be accepted and unsigned applications will not be considered. Mail or drop off the application and attachments at the:

City of Yorba Linda Library  
18181 Imperial Highway  
Yorba Linda, California 92886

Attn: Anna Mollindo, Administrative Secretary

## **SUPPLEMENTAL QUESTIONS**

As part of the application process, please include your answers to the following supplemental questions. The purpose of this supplemental questionnaire is to obtain additional job related information in order to evaluate your education, training, and experience relative to the position you are applying for. You may attach your answers on an additional sheet of paper:

- What is your vision for the Children's Services Department?
- Customer Service is a vital component of this position. Share a positive customer service experience that you provided in a library setting. Include the components of why the interaction was successful along with the results.
- Please give us an overview of your knowledge children's literature. Include coursework, experiences, reading tasks and personal reading knowledge depth and breadth. How do you keep up to date with children's literature?

The City of Yorba Linda does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment. Any qualified individual with a disability must provide reasonable notice to the Personnel Department prior to the final date of an examination.

In compliance with the Immigration Reform and Control Act of 1986, all new employees hired by the City must verify identity and entitlement to work in the United States by providing required documentation.

**BACKGROUND CHECK/PHYSICAL EXAM:** Individuals selected for employment will be required to take and pass a background check (fingerprinting) and medical exam. The background check and medical examination are at City expense; and conducted by a law enforcement agency and physician designated by the City. Candidates who are currently working are urged not to resign until they have successfully passed the background check, physical examination and received a final offer letter.

## **EMPLOYEE BENEFITS**

- Retirement: CalPERS - Classic employees 2%@55 (Employee contributes 7%), plus 7% Employer Paid Member Contribution (EPMC). PEPRA (hired on or after January 1, 2013 or six month lapse between CalPERS agencies) 2% @ 62 (Employee contributes 6.75%). At the time of hire, you will be required to fill out a PERS Member Reciprocal Self-Certification form.
- Health insurance (hired after April 1, 2017): Employee receives \$1,629 monthly health contribution with 10% automatically being placed in an individual Retirement Health Savings (RHS) account. The balance between the premium and contribution may be placed in deferred compensation or received as cash. An employee may also opt out of health insurance with proof of insurance with the full health contribution being placed in deferred compensation or received as cash.
- Dental/Vision insurance: City paid premium with up to \$2,500 per year in benefits.
- Flexible Spending Accounts available: \$2,600 for health and \$5,000 dependent care available.
- Life Insurance/Long Term Disability: City paid premiums for one times annual salary/60% benefit.
- Leave Accrual: Vacation-80 hours accrued during first year; 12 paid holidays; and Sick-96 hours per year.
- Employee Assistance Program available.
- 457(b) Deferred Compensation plan: with ICMA-RC.
- Social Security: City does not participate in the Social Security program, except for the mandatory 1.45% Medicare Contribution.
- 9/80 Work Schedule: Adjusted workweek schedule participation may be required. The alternate day off is assigned based on program needs.
- Retirement benefits (from City): (hired after April 1, 2017): Individual RHS account and PEHMCA health minimum; and provision of vision/dental coverage.

## **EXEMPT-NON-EXEMPT:**

This is a non- exempt position. No overtime is paid for hours worked in excess of 40 hours per week.