

Title: Community Engagement Librarian, Loomis, CA

Date: September 06, 2017

Salary: \$48,000-\$60,000 depending on experience and qualifications

Benefits: Two weeks of annual Paid Time Off plus observed 10 paid holidays. Hours: 40 hours per week (includes one night per week and most Saturdays). Additional benefits are currently under review by the Board.

Application deadline: October 1, 2017

Job Summary:

Plans, organizes, and supervises the operations of the Loomis Library and Community Learning Center (LLCL); ensures the LLCL provides community-focused services through outreach and partnerships; provides information and readers' advisory services to the public; organizes and conducts programs for a broad range of library users; provides supervision and leadership to LLCL staff; and performs other related duties as assigned.

Duties include:

- Manages the LLCL.
- Develops and recommends plan of services to the Friend's Executive Board.
- Oversees collection development.
- Acts as a representative of LLCL to the public; develops and maintains positive relationships and partnerships with key stakeholders; promotes the LLCL within the community; develops and delivers presentations to community groups.
- Tracks maintenance needs.
- Manages community room rental and use.
- Assesses community needs on a regular basis and use the information to coordinate relevant programming.
- Supervises LLCL staff and volunteers.
- Reports monthly to the Library Board of Trustees.
- Keeps current in library practices, procedures and technology.

Required knowledge, skills and abilities:

- Thorough knowledge of the principles, theories, objectives, and practices of library management and library science.
- Committed to excellence in customer service and maintaining a positive customer experience.
- Communicate utilizing excellent interpersonal, oral and written communication skills.
- Strong time-management and organizational skills.
- Act as an effective and articulate representative of the LLCL to the public, partner agencies and local officials.
- Exercise sound judgement and make independent decisions.
- Prepare progress and proposal reports in a clear, logical manner.
- Learn, interpret, explain and apply LLCL's policies and procedures.
- Ability to plan, organize, supervise, and evaluate the work of employees and volunteers in diversified library activities.
- Ability to initiate, organize, and follow through on programs, services, and projects.
- Thorough knowledge of library resources: print, non-print and virtual.
- Operate personal electronic devices (computer, tablet, etc.) and software programs.

Experience:

Three (3) years of progressive library experience is required preferably in a public library environment.

Education:

Bachelor's Degree and/or Library Teaching Credential required. Masters of Library Science from an ALA accredited college or university preferred.

Physical and Environmental Conditions:

- Ability to stand, walk, carry, and bend from 76% to 100% of the time;
- Ability to reach, stoop, squat, crouch and push carts and bins from 51% to 75% of the time;
- Ability to climb, balance, kneel, pull and sit from 25% to 50% of the time;
- Ability to work at waist level, between waist and shoulder level and above shoulder level from 34% to 66% of the time;
- Ability to lift and carry bins and boxes of Library materials weighing up to 50 pounds 33% of the time, 20 pounds from 34% to 66% of the time and 1-10 pounds from 67% to 100% of the time;
- Ability to push/pull and maneuver book carts weighing up to 200 pounds 50% of the time;
- This position requires repetitive motion of hands/wrists up to 75% to 100% of the time;
- Must be able to manipulate small materials including labels, and general office tools;
- Specific vision abilities for this job include close vision and the ability to adjust focus;
- Work environment involves everyday risks or discomforts that require normal safety precautions typical of a Library or workroom setting;
- Follow all safe work place policies and procedures with regard to office equipment, accident prevention and observance of fire and building safety regulations;
- Possible exposure to angry or hostile individuals and to personally offensive Library materials;
- Must be able to transport oneself to the assigned work location in a timely manner.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Applicants must submit all the following to the Loomis Library Board President at friendsloomislibrary@gmail.com:

- 1). Cover letter
- 2). Resume
- 3). Responses to the three supplemental questions

Application Supplementary Questions:

1. Loomis Library's Community Engagement Librarian is a new position with broad and somewhat vague responsibilities. What skills and abilities do you believe make you the best candidate to represent and lead the library?
2. You are tasked with developing Customer Service training for staff and volunteers. What would that look like?
3. Describe projects, partnerships or collaborative efforts that you have led. What do you find most challenging?