

ADMINISTRATIVE LIBRARIAN
\$5613 – 5878 – 6170 – 6468 – 6788/per month
(CITY-PAID BENEFITS)

RE-ANNOUNCED
OPEN

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OPEN FILING DATE: *MONDAY, MARCH 27, 2006*
FINAL FILING DATE: *OPEN UNTIL FILLED*
ORAL BOARD: *TO BE ANNOUNCED*

THE POSITION

AN EMPLOYMENT LIST WILL BE ESTABLISHED TO FILL CURRENT AND FUTURE VACANCIES.

The current vacancy will manage Access/Technical Services, Circulation, and Adult Reference.

The Administrative Librarian is responsible for planning, organizing, directing, and managing a major service division of the City public library system and reports directly to the Director, Library and Community Services. Incumbents will use considerable judgment, initiative, and independence in managing all work activities of a division which includes Access Services, Children's and Extension Services, Circulation, and Adult Reference. Specific responsibilities include program planning; managing division personnel administration; preparing and administering division budget and expenditures, which includes seeking outside funding sources for programs and services; and actively promoting the community use of the library, programs and services.

MINIMUM QUALIFICATIONS

Education/Experience: Completion of a master's degree in Library Science from an accredited library school; AND five (5) years of progressively responsible professional library experience with a minimum of three (3) years experience developing, planning, and implementing library programs, collections, and services, including demonstrated management skills and abilities.

Knowledge of: Principles and practices of modern librarianship and public library administration; program planning, preparation, and control; principles and practices of personnel management, supervision, and training; principles and practices of librarianship, including, but not limited to, cataloging, bibliography, collection management, reference services, services to children, and outreach services; community needs analysis for library collection and programs; library programs and their relationship to community needs; reference sources, books, periodicals, audiovisual formats, electronic information sources, and library automation systems in a public library system.

Ability to: Develop programs and provide services based on community needs; define, develop, and coordinate financial and human resources to provide necessary library services; manage, develop, and train library staff; plan, organize, and direct the day-to-day work of a major division of the library; establish and maintain effective cooperative working relationships with the public, other city departments, and library staff; communicate effectively, both orally and in writing; prepare a variety of written reports; and develop and implement department and division near-term and long-term goals, objectives, and timetables to accomplish the mission of the library.

APPLICATION AND SELECTION PROCESS

TO APPLY: Each applicant **must** submit a City of Richmond Employment Application and a Supplemental Qualifications Questionnaire. Failure to submit both the Employment Application and the Supplemental Qualifications Questionnaire will result in disqualification from the selection process. The application may be obtained from: City of Richmond Human Resources Management Department, 1401 Marina Way South, Richmond, CA 94804, (510) 620-6602. The Department is open Monday through Friday, 8:30 a.m. to 5:00 p.m. Candidates who are unable to visit the department may obtain an application by providing a stamped, self-addressed envelope with first class postage. Application may also be obtained by visiting the City's website at www.ci.richmond.ca.us/~hrweb. (**PLEASE NOTE:** The City of Richmond will not accept responsibility for postage handling, and will not authorize extensions beyond the final filing date.) Faxed applications will not be accepted.

Please fill out the Employment Application completely (including places of employment with complete addresses, i.e. number and street name, city and state; names of supervisors (first and last name) with telephone numbers or business telephone number, etc.). **FAILURE TO SUBMIT A COMPLETE APPLICATION WILL BE SUBJECT TO REJECTION.**

Questionnaire responses will be evaluated and a limited number of the best qualified candidates will be invited for oral interviews. Candidates must score a minimum of 70% on their interviews in order to continue in the process. An Employment List will be established to fill the position. Having all of the minimum qualifications does not guarantee that you will be invited for an oral interview.

EMPLOYMENT LIST

A ranking of "A" (Best Qualified), "B" (Well Qualified) or "C" (Qualified) is required to achieve a position on the employment list. This employment list will be in effect for a maximum of two (2) years; however, the list may be cancelled, without notice, after six (6) months.

IMMIGRATION REFORM ACT: In compliance with the Immigration Reform Control Act of 1986, individuals offered employment by the City of Richmond will be required to show documentation of eligibility to work in the United States as a condition of employment.

NON-DISCRIMINATION POLICY: The City's policy prohibits discrimination against any applicant on the basis of race, color, age, physical or mental disability, religion, creed, sex, sexual orientation or national origin.

EOE/AA/ADA/DRUG-FREE WORKPLACE
WEBSITE: www.ci.richmond.ca.us/~hrweb

SUPPLEMENTAL QUALIFICATIONS QUESTIONNAIRE
ADMINISTRATIVE LIBRARIAN

These questions must be completed on a separate sheet of paper and submitted along with the City Employment Application. Failure to submit this Supplemental Qualifications Questionnaire by the final filing date will disqualify the candidate from further consideration.

Be sure to answer all the questions completely and accurately. Describe specific, relevant examples from your background. **OMITTED INFORMATION CANNOT BE CONSIDERED OR ASSUMED.**

1. Please describe your experience in planning, directing, and evaluating the work activities of a major library service, division or program which includes demonstrated management or supervisory skills and abilities.

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2. Describe your experience, duties, and responsibilities in implementing and managing technical services, process or a major technology project in a library setting. In your response include specific vendor applications or equipment information as appropriate.
3. Describe your experience preparing, administering, and controlling a division's or program's annual budget. In your response include a description of your experience monitoring and controlling expenditures and financial resources.
4. Describe your experience managing the human resources function in a library work unit, including hiring and training staff, monitoring employee relation activities and grievances, evaluating staff performance and monitoring staff development.

Contact Information during IUG:

Nancy Ferguson
Hyatt Hotel
Cell Number: 707-330-0864