



County of Humboldt

Library Division Manager - Adult and Youth Services

SALARY	\$36.90 - \$47.35 Hourly \$76,752.00 - \$98,488.00 Annually	LOCATION	Eureka, CA
JOB TYPE	Full-time	JOB NUMBER	24-00082
DEPARTMENT	Library	DIVISION	621 - Library
OPENING DATE	04/22/2024	CLOSING DATE	5/20/2024 11:59 PM Pacific

DEFINITION



Library Division Manager - Adult and Youth Services

The Humboldt County Library has an immediate opening for Library Division Manager Adult and Youth Services. This position serves the Humboldt County Library System and will play a vital role as we begin an exciting new chapter in providing expanded library services to our library communities.

The Humboldt County Library is a community focal point. If you are interested in making an impact in an increasingly diverse vibrant community with dynamic and engaging library services, this might be the position for you!

Living and working in Humboldt County provides the opportunity to enjoy exquisite beaches, breathtaking redwood forests, and warm inland valleys. In addition to natural beauty, there are a variety of delicious eateries, a cool art and music scene, and charming, eclectic communities. Humboldt County is a rural county located approximately 250 miles north of the Bay Area and 150 miles west of Redding. Outdoor recreational opportunities are abundant with numerous rivers, beaches, city parks, county parks, Bureau of Land Management public lands, numerous State Parks, and Redwood National Park. Residents enjoy hiking in the majestic redwoods, salmon fishing in the Klamath River, walking/biking on community trails, mountain biking in the hills, and surfing in the Pacific Ocean. Humboldt County has a population of approximately 136,000. There are seven incorporated cities in the county, all within a thirty-minute drive to Eureka (the county seat): Arcata, Blue Lake, Ferndale, Fortuna, Rio Dell, and Trinidad. Humboldt County is served by U.S. 101, State Route 36 and State Route 299. Humboldt has a commercial airport (Airport code ACV) in McKinleyville with daily flights to San Francisco. The county offices are located in the City of Eureka, the largest incorporated city in Humboldt with a population of approximately 27,000. Eureka has a pleasant year-round coastal/Mediterranean climate with summer temperatures ranging from 52 to 62°F and winter temperatures ranging from 42 to 55°F. Several miles inland the temperature range is significantly warmer. Humboldt

has small town living without traffic congestion. The average commute time is about 15 minutes.

We serve the residents of Humboldt County. The library is supported by property taxes and governed by the County Board of Supervisors. The Humboldt County Library System (HCL) consists of 11 libraries, a bookmobile, and the upcoming Library at Your Door program, which will offer community-wide access to a diverse range of resources, including books, databases, magazines, audiobooks, movies, internet resources, as well as government and historical documents. The Eureka Library functions as the operational headquarters for HCL and serves as a distribution center for many of the materials and services that support the library system as a whole. The Humboldt County Library has committed coworkers and outstanding public service benefits. Apply to join the team!

The Position

Under general direction from Library Director, Library Division Manager: Adult & Youth Services, engages, provides direct support, and develops talent for the Library's Adult and Youth Services Divisions.

- Serves as an integral part of a library leadership team
- Represents the Library at community events, meetings, and other functions
- Implements the strategic planning and priorities of the Adult Services Division and oversees planning and priorities of the Youth Services Division
- Supervises and coordinates Adult Services staff, Supervising Librarian: Youth Services, and volunteers
- Actively participates in the public service and community engagement activities of the Adult and Youth Services teams

Qualities We Value

- Focused on service to adults, children, families, seniors, and teens
- Enjoys talking to and engaging with people of all ages
- Tracks current trends in library practices and education
- Coordinates programs, initiatives, and events for the Adult Services division
- Skilled at helping staff develop their creativity, interests, and talents
- Ability to understand, communicate with and effectively interact with people across cultures
- Fosters partnerships between the library and community groups
- Critical thinking
- Listening

Team-oriented

- Enjoys collaboration and teamwork
- Serves as coach for Adult and Youth Services teams
- Values diversity
- Celebrates team members and their successes
- Considers issues from multiple points of view
- Encourages and supports employee growth and development, helps identify growth and learning opportunities for Adult and Youth Services team members
- Cultivates an inclusive environment
- Fosters accountability
- Communicates effectively with both staff, library leadership, volunteers, and community partners
- Brings passion and energy to the department team

Personal Accountability

- Prioritizes accuracy and efficiency
- Manages own emotions and recognizes the emotions of others in order to guide appropriate thinking, judgment, and decision making
- Brings a drive for excellence
- Demonstrates resourcefulness
- Likes to get things done
- Ability to effectively understand and influence others in a political environment in order to achieve personal and/or organizational objectives

Collaborative Leadership

- Keeps larger goals in mind when making decisions
- Supports organizational health
- Identifies connections across multiple service areas
- Enjoys contributing ideas and helping to build upon the ideas of others
- Excited to participate in library leadership decisions

An Ideal Candidate Will:

- Be skilled at project at project management and grant administration
- Enjoy talking to and engaging with people of all ages
- Enjoy collaboration and teamwork
- Encourage and support employee growth and development, helps identify growth and learning opportunities for Adult and Youth Services team members
- Bring a drive for excellence
- Support organizational health
- Have excellent reference skills and will be prepared to use, share, and teach them on an ongoing basis
- Be knowledgeable about information landscape and will be able to provide and acquire tools and skills to allow staff to meet the current and ongoing needs of library users

What You'll Do:

Under direction, plans, organizes, supervises, coordinates, reviews and evaluates the activities of a library division; performs related work as assigned.

Where You'll Do It:

Eureka Main Library
1313 3rd Street.
Eureka, CA 95501



DISTINGUISHING CHARACTERISTICS

The Library Division Manager is the first full management level in the professional Librarian series. Incumbents are responsible for participating on the library management team and for planning, organizing, coordinating and supervising an assigned division or system-wide service. Primary responsibilities involve administration and management of physical facilities, reference and readers' advisory services, collection development and supervision of professional, paraprofessional and support staff. This class is distinguished from Assistant Director of Library Services in that the latter has system-wide management responsibilities and acts for the Director in a relief basis.

EXAMPLES OF DUTIES

- Participates as a member of the library management team and contributes to the development of departmental goals, objectives, policies, procedures and service standards.

- Plans, organizes, schedules, supervises, reviews and evaluates the work of professional, paraprofessional, and support staff.
- Recommends selection of assigned staff and provides for their training and professional development.
- Participates in Library operations, including collection development, public service and community relations, and reference and readers advisory service.
- Makes studies and recommendations for improved service delivery, capital expenditures and specialized program development.
- Assists in developing division budget requirements; recommends capital purchases and staffing levels.
- Provides for facility upkeep and maintenance; has responsibility for security of assigned facility and/or equipment.
- Represents the library in the community through participation in community organizations and in meetings with the public, citizens groups and other agencies.
- Participates in professional association activities, may serve on boards or commission with national or state-wide impact.
- May develop bid specifications for materials, equipment or services; and administer assigned contracts.
- Maintains records and prepares periodic or special reports regarding division activities or related matters.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including program development, budgeting, work planning and employee supervision.
- Principles and practices of professional library services and administration, including service objectives, organization and procedures.
- Theory and philosophy of librarianship.
- Books, authors and reference sources in a variety of fields.
- Information systems and automation as applied to library activities.
- Applicable laws and regulations.

Skill in:

- Planning, organizing, assigning, directing, coordinating, reviewing and evaluating the work of assigned professional, technical and support staff.
- Selecting staff and providing for their training and professional development.
- Analyzing complex administrative problems, evaluating alternatives, and recommending effective courses of action.
- Assisting in developing, implementing and interpreting goals, objectives, policies, procedures, work standards and internal controls.
- Preparing clear and concise reports, correspondence, and outreach and informational materials.
- Selecting and recommending a variety of library material for patron use.
- Performing difficult reference, research and technical librarian work.
- Establishing and maintaining an effective working relationship with a variety of individuals and groups, including library staff, patrons, community groups and service providers, including making verbal presentations.

Other Requirements:

Specified position may require a valid California driver's license. Must be willing to work evenings and weekends.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Equivalent to graduation from a four year college or university, possession of a Master's degree in Library Science, and two years of lead or supervisory experience as a professional librarian.

WORKING CONDITIONS & ADDITIONAL INFORMATION

EMPLOYEE PERKS



CalPERS health insurance program, providing several options to employees; the County pays most of the employee premium and a portion of dependent coverage.



Dental and vision plan with premiums for the employee and dependents paid by the County.



At hire, earn 12 vacation days per year. Upon 3 years of service, increases to 15 days per year. Upon 10 years of service, increases to 20 days per year. Upon 15 years of service, increases to 25 days per year. Upon 20 years of services, increases to 30 days per year.



15 paid holidays per year, including 2 personal holidays.



12 sick days per year with an unlimited cap on sick day accumulation.



The County participates in the CalPERS retirement system, with both the County and the employee making contributions toward the employee's retirement.



10 days of administrative leave time available per fiscal year for full-time Management & Confidential employees.



A Public Service Loan Forgiveness certified employer.



Other benefits like life insurance, longevity pay, educational reimbursement, deferred compensation, and an employee assistance program. Additional voluntary benefits may also be purchased, including supplemental life insurance, pet insurance, and flexible spending accounts.

Please Note: Extra Help positions are non-benefitted but may be eligible to purchase health insurance upon meeting the hours worked requirement under the Affordable Care Act (ACA).

For more information about County benefits, visit our benefits webpage: <https://humboldt.gov.org/2492/Employee-Benefits>.

For more details about employee perks, see our Employee Perks flyer:
<https://humboldt.gov.org/DocumentCenter/View/115226/Employee-Perks-Flyer>.

FREQUENTLY ASKED QUESTIONS

How long does it take to fill out the application?

- You should allow 30 – 45 minutes to fill out your application.

Can I change my application after submitting it?

- You may only submit one application per day.
- You may submit an edited application after waiting at least one day from your initial submission.
- Only the most recent application submitted will be considered. All other applications will be archived.

How long until I hear back from you?

- You can expect to hear back from Human Resources about 3 – 4 weeks after the closing date listed on the job posting.

How can I check for updates on my application?

- You can log into your Government Jobs account and review current information regarding any application you have submitted.

Will I be informed if I am not selected for an interview?

- Yes, you will be informed if you are not selected for an interview.

OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Research indicates that individuals in protected classes can be less likely to submit a job application. The County of Humboldt is dedicated to building a diverse, inclusive, and authentic workplace where our employees are free to bring their full selves to work each day in an environment that allows them to reach their full potential. The County Board of Supervisors has made organizational commitments to Diversity, Equity, and Inclusion (DEI) and the County is working to ensure that these commitments are reflected in all we do. The County recognizes that certain populations (BIPOC, Disabled Persons, Veterans, LGBTQIA+ community members, etc.) face systemic and structural challenges which may inhibit their ability to satisfy every requirement of the position. In recognition of these structural and systemic factors, the Human Resources Department understands that experience can be gained in many ways – oftentimes, outside of formal institutions – and strives to take a holistic approach to in assessing an applicant's qualifications for a position.

If you're excited about this role but your past work experience doesn't align perfectly with every qualification in the job description, we strongly encourage you to apply.

HOW TO APPLY

A complete, original application must be filed for each position you are interested in applying for. Applications must be submitted online through the County's automated application system at <https://www.governmentjobs.com/careers/humboldtcountyca> no later than the final filing date listed on the job flyer. All applications are screened by both Human Resources staff and may be screened by additional subject matter experts. The most qualified candidates may then be invited for further testing.

It is important that your application shows all the relevant experience and education you possess. Human Resources staff does not consider or review resumes or attachments.

Please read the job requirements section of the announcement. Be sure you meet these requirements since they will be carefully evaluated during the selection process. Your performance in any employment examinations will be compared with the performance of others who take the tests. All candidates who pass will be ranked according to their scores. The examination results will be emailed to you as quickly as possible.

CalPERS RETIREMENT PROGRAM

Employees fall into one of the following tiers based on the date you first start working for the County or any other employer that uses CalPERS for retirement.

- Tier I - Prior to 7/5/2012: 2.7% @ 55
- Tier II - Post 7/6/2012: 2% @ 55
- Tier III - Post 1/1/2013: 2% @ 62

If this is your first job with a CalPERS employer, you'd be in Tier III.

- 2% means that for every year you work for the County, you will receive 2% of your maximum annual pay rate for every year that you work for us (or other CalPERS employers) if you work the required minimum number of years (that's called vesting) and retire after the age following the @.
- If you work 20 years and retire at 62 years of age, you will receive 20 x 2% or 40% of your maximum annual pay rate every year in retirement payments.

SELECTION PROCEDURE

The County runs its hiring on a set of rules to ensure that it is fair. Hiring and promotion are based on performance and having the best qualifications for the job. "Examination" doesn't always mean taking a test, sometimes it just means how we compare your application to others who have applied, and an "oral examination" means a scored and structured interview.

POLICY OF NONDISCRIMINATION

The County of Humboldt does not discriminate based on mental or physical disability in the admission or access to, treatment or employment in, its programs or activities. The Human Resources Department is located in the Humboldt County Courthouse, which has an accessible entrance on 4th Street. Accessible parking is available adjacent to the 4th Street entrance and on the 4th Street side of the K Street lot. Special testing arrangements may be made to accommodate disabilities or religious convictions. Contact the Human Resources Department at (707) 476-2349 well in advance of the examination to request an accommodation.

The County is an equal opportunity employer. We enthusiastically accept our responsibility to make employment decisions without regard to race, religion or religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, mental or physical disability, military service, or any other classification protected by federal, state, or local laws or ordinances.

MEDICAL EXAMINATION

A pre-employment medical examination provided by the County may be required upon offer of employment.

OTHER EXAMINATIONS

Some positions also require psychological evaluation and/or extensive background investigation.

LICENSES

Some classifications require possession of valid professional and/or technical licenses. Some classifications may require the possession of a valid California driver's license.

PROBATIONARY PERIOD

Persons appointed to regular County positions serve a probationary period. This is normally six (6) months but could be up to one (1) year. All designated safety employees serve a one-year probationary period.

EMPLOYMENT ELIGIBILITY

It is the County's intention to hire only those workers who are authorized to work in the United States, pursuant to the Immigration Act of 1990. If you are offered employment, you will be required to verify your eligibility to work in the United States. For law enforcement positions you will be required to verify your U.S. citizenship or legalized status.

DISASTER SERVICE WORKERS

All County of Humboldt employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT. THE COUNTY OF HUMBOLDT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN IN ACCORDANCE WITH THE HUMBOLDT COUNTY MERIT SYSTEM RULES.

Agency

County of Humboldt

Address

825 5th Street, Room 100

Eureka, California, 95501

Phone

707-476-2349

Library Division Manager - Adult and Youth Services Supplemental Questionnaire

***QUESTION 1**

Do you possess a Master's degree in Library Science?

- ☐ Yes
- ☐ No

***QUESTION 2**

Please select the response that most accurately describes your lead or supervisory experience as a professional librarian.

- ☐ No experience
- ☐ Less than 2 years
- ☐ 2 or more years

***QUESTION 3**

Please explain how you meet the two years supervisory experience as a professional librarian.

***QUESTION 4**

Describe any professional development activity or opportunity that you took advantage of recently.

***QUESTION 5**

Describe your experience working on a strategic plan or developing organizational goals.

***QUESTION 6**

Humboldt County is becoming increasingly diverse. What efforts have you made or been involved with to foster diversity, equity, inclusion, and understanding in the workplace?

***QUESTION 7**

Tell us about your experience writing grant proposals, tracking expenses, and writing reports, and the size of budget (s) of which you were responsible.

QUESTION 8

Any other coursework, training or experience you would like to add that directly relates to this position.

*** Required Question**