



County of Humboldt

Library Division Manager: Acquisitions & Technical Services

SALARY	\$35.81 - \$45.96 Hourly	LOCATION	Eureka, CA
JOB TYPE	Full-time	JOB NUMBER	23-00357
DEPARTMENT	Library	DIVISION	621 - Library
OPENING DATE	11/03/2023	CLOSING DATE	12/1/2023 11:59 PM Pacific

DEFINITION



Library Division Manager: Acquisitions & Technical Services

The Humboldt County Library has an immediate opening for Library Division Manager: Acquisitions & Technical 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!

The Area

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. The region boasts affordable coastal living compared to other coastal communities in California with an average median single family home price of \$465,000 (redfin.com, July 2023). 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.

The Library

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) comprises 11 libraries and one bookmobile providing community-wide access to books, databases, magazines, audiobooks, movies, internet resources, and 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, outstanding public service benefits, and Sundays and Mondays off. Apply to join the team!

The Position

Duties include, but are not limited to:

- Participating as a member of the library management team and contributing to the development of departmental goals, objectives, policies, procedures and service standards.
- Planning, organizing, scheduling, supervising, reviewing and evaluating the work of professional, paraprofessional, and support staff.
- Recommending selection of assigned staff and provides for their training and professional development.
- Participating in Library operations, including collection development, public service and community relations, and reference and readers advisory service.
- Making studies and recommendations for improved service delivery, capital expenditures and specialized program development.
- Cataloguing library materials and resources.

Qualities We Value

- Focuses on meeting the needs of growing and increasingly diverse communities
- Tracks current trends in collection development and management
- Promotes and displays library materials in ways to make them more accessible
- Identifies strategies to offer innovative new services and collection formats
- Fosters partnerships between the library and community groups

Team-oriented

- Enjoys collaboration and teamwork
- Values diversity
- Celebrates team members and their successes
- Considers issues from multiple points of view
- Cultivates an inclusive environment
- Fosters accountability
- Communicates effectively with both staff and library leadership
- Brings passion and energy to the team

Personal Accountability

- Prioritizes accuracy and efficiency
- Brings a drive for excellence
- Demonstrates resourcefulness and creativity
- Sees change as opportunity
- Likes to get things done

What You'll Do

In addition to the duties above, the Library Division Manager of Acquisitions and Technical Services (ATS):

- Directly trains, supervises, and evaluates ATS paraprofessional staff, extra-help, and volunteers;
- Oversees the ordering, receiving, cataloging, and processing of all library materials;
- Performs all original cataloging and complex copy-cataloging; trains and directs paraprofessional staff in basic copy-cataloging;
- Directs the selection, maintenance, and weeding of the library collection;
- Allocates, tracks, and maintains all funds for the purchasing of library materials.

Where You'll Do It

This position is based in Eureka and will provide support for all locations and the Bookmobile.



This position will work Tuesday - Saturday and includes evening hours.

DEFINITION

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

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

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.

- How long until I hear back from you?

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

- 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.

County of Humboldt's Commitment to DEI

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 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, and LGBTQIA+ community members,) 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. So, 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 may only be submitted online through the County's automated application system at <http://www.humboldt.gov.org/hr> no later than the final filing date listed on the job flyer. All applications are screened by subject matter experts. The most qualified candidates may then be invited for further testing.

It is important that your application, not just your resume, show all the relevant experience and education you possess. 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 this examination will be compared with the performance of others who take the test. All candidates who pass will be ranked according to their scores. The examination results will be emailed to you as quickly as possible. Scores will be provided in writing only.

Yay! You've made it down to the fine print.... that means you are interested in this job, and THAT makes us happy! The lawyers tell us we need to include this stuff.... but we'll help you get through it.

This is about the retirement benefits we offer. You've probably heard that we have a great retirement plan. Basically, you fall into a Tier based on the date you first start working for the County or any other governmental employer that uses CalPERS for retirement. If this is your first job in government, then you'll be in Tier III. 2.0 means that for every year you work for the County, you will receive 2% of your final annual pay rate for every year that you work for us if you work the required minimum number of years (that's called vesting) and retire after the age following the @. So, if you work 20 years and retire at 64 years of age, you will receive 20 x 2% or 40% of your final annual pay rate every year in retirement.

CalPERS Retirement Program

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

- Tier I: Prior to 7/5/2012: 2.7 @ 55
- Tier II: Post 7/6/2012: 2.0 @ 55
- Tier III: Post 1/1/2013: 2.0 @ 62

This next section says that 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" can just mean an interview for lower level positions.

Selection Procedure

The County's Human Resources system operates by a set of rules and procedures which ensure that employees are hired and promoted on the basis of merit and fitness for the job. Jobs are filled through competitive examinations. A complete online application is required for this position. All application materials will be reviewed by a panel of subject matter experts. **Those candidates considered to be the most qualified, based on the application materials submitted, will be invited to a written and/or oral examination, or an evaluation of education and experience.**

Policy of Nondiscrimination

The County of Humboldt does not discriminate on the basis of mental or physical disability in the admission or access to, treatment or employment in, its programs or activities. Human Resources is located in the Humboldt County Courthouse, which has an accessible entrance to the Courthouse is the 4th Street entrance. 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 Human Resources at (707) 476-2349 well in advance of the examination for assistance.

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. Reasonable accommodation may be made in the testing procedure as well as the work site. If you need accommodation for an exam due to a disability, please contact the Human Resources office as soon as possible.

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 months, but may be up to one 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.

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: Acquisitions & Technical Services Supplemental Questionnaire

*QUESTION 1

This position requires driving on behalf of the County of Humboldt. Do you possess a current and valid U.S. driver's license?

- ☐ Yes
- ☐ No

*QUESTION 2

Please indicate your highest level of education obtained.

- ☐ High School Diploma or GED
- ☐ Some College
- ☐ Associate's Degree or two-year equivalent
- ☐ Bachelor's Degree or 4-year equivalent
- ☐ Master's degree or higher

*QUESTION 3

Please indicate the length of time that most accurately describes your lead or supervisory experience as a professional librarian.

- ☐ No experience
- ☐ Less than 1 year
- ☐ 1-2 years

- ☐ 2-3 years
- ☐ More than 3 years

***QUESTION 4**

Please describe your lead or supervisory experience as a professional librarian.

***QUESTION 5**

Summarize your work experience, education, training, skills, and strengths that would make you an effective leader, manager, and supervisor for the Acquisitions and Technical Services division of the Humboldt County Library.

***QUESTION 6**

One of the jobs of a Library Division Manager is to provide feedback on staff performance and conduct performance reviews. Describe how have you managed employee performance and coached underperforming employees reporting to you.

***QUESTION 7**

Describe a presentation you made recently. How did you prepare for it? What would you do differently?

***QUESTION 8**

Describe your experience coordinating the purchase and/or purchasing new materials.

***QUESTION 9**

Describe your experience with cataloging and the use of metadata standards like MARC or RDA.

***QUESTION 10**

Tell us about a suggestion you made to improve the way job processes/operations worked. What was the result?

***QUESTION 11**

Describe your experience with integrated library systems such as Sierra, Polaris, or Koha.

***QUESTION 12**

Tell us about a time when you needed to have colleagues working on a project who normally have different work styles/ideas. How did you pull them together?

***QUESTION 13**

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 14

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

* Required Question