



County of Fresno
LIBRARIAN III - SJVLS

SALARY	\$33.74 - \$43.06 Hourly \$2,699.00 - \$3,445.00 Biweekly \$5,847.83 - \$7,464.17 Monthly \$70,174.00 - \$89,570.00 Annually	LOCATION	Fresno County, CA
JOB TYPE	Permanent	JOB NUMBER	25-0027
DEPARTMENT	Library	OPENING DATE	02/14/2025
CLOSING DATE	3/17/2025 4:00 PM Pacific		

Position Description

APPLICATIONS MUST BE SUBMITTED ONLINE ONLY

The **Fresno County Public Library** is offering an exciting and challenging opportunity to a driven individual interested in pursuing a career as a **Librarian III - San Joaquin Valley Library System (SJVLS)**.

The current vacancy is in the San Joaquin Valley Library System (SJVLS) division and requires possession of a valid Class "C" driver's license, or equivalent. SJVLS is a Joint Powers Agency consisting of 10 library systems and 106 library branches which provides networking and automation services to their members. The Librarian III - SJVLS incumbent will assist with operations related to the management of the Integrated Library System (ILS) as well as update and troubleshoot related applications. Experience with Integrated Library Systems (ILS) and Structured Query Language (SQL) is highly desirable.

Please note: The incumbent must be willing and able to work evenings and weekends (including Sundays).

Positions in this classification are in Medical Group II - Moderate Physical Activity (Personnel Rule 8). This group includes positions which require moderate physical effort using arms, legs, back, and trunk in frequent lifting, pushing or pulling of objects weighing (or offering resistance equivalent to) 10-25 pounds, and occasionally over 25 pounds. Generally, bending, stooping, squatting, twisting, reaching, as well as standing and walking are involved.

Eligible candidates must be able to perform the essential functions of the position with or without reasonable accommodation.

Samples of Duties

- Assists member libraries with configuration of the ILS and takes lead on assigned modules/services.

- Provides training, onboarding, and policy/procedure documentation on the ILS and related services to the member libraries and professionals in those respective jurisdictions.
- Provides end user support for the ILS and its peripheral products, resolves common problems, researches complex problems, and works with staff and vendors to effect resolutions.
- Collaborates with the member libraries when they are implementing a service/product outside of the consortia that interacts with System services. May be assigned the lead role in implementation.
- Contributes to the design and management of the SJVLS.org website, the OPAC (ValleyCat), the SJVLS Intranet, and other web-based services.
- Participates in server management, primarily in a Red Hat Linux environment.
- Performs specialized professional library services in a specific area of expertise, including assessment of community needs and the design of services to meet those needs.
- Participates in the process of selecting new technology-based services.
- Maintains records and prepares reports and correspondence to include custom reports from the ILS using SQL and vendor analytics tools.
- Trains professional and/or paraprofessional staff in policies and procedures.
- Researches requested information.
- May assign, review and coordinate the work of a small number of employees.

Knowledge, Skills and Abilities

Knowledge of:

- Theory and practice of Library Science, including library tools, methods, procedures, services organizations, and technology;
- Accepted principles and practices of library work including ordering, classifying, cataloging, distributing, and usage of reference sources;
- Integrated library system software aspects and server management;
- Relational databases, current web development tools, and practices and principles of project coordination;
- Effective customer service principles and practices.

Skills/Abilities to:

- Research, gather, analyze, and present accurate records and concise reports;
- Make presentations to large groups to include discussions and trainings specific to the ILS as well as emerging technologies and products utilized by SJVLS and the member libraries;
- Make sound judgments in relation to library policy;
- Train professional and/or paraprofessional staff;
- Assign and review the work of others;
- Effectively manage multiple work assignments, set priorities, and meet established deadlines;
- Communicate effectively, both orally and in writing, with people of various educational, socio-economic, and cultural backgrounds;
- Establish and maintain effective working relationships at all organizational levels as well as other agencies, volunteers, and the public;
- Demonstrate and maintain a high degree of imagination, initiative, integrity, and good judgment.

Minimum Qualifications

Education: Graduation from an accredited college or university with a master's degree in Library Science that is acceptable within the United States accredited college or university system.

Experience: Three (3) years of full-time, paid professional librarian experience.

License: Possession of a valid Class "C" driver's license, or equivalent. Possession of a valid California Class "B" Driver's License may be required.

Note: Recruitment or certification may be limited to candidates with an education, experience, license, and/or certificate background related to specific position vacancy.

TO PREVENT THE DISQUALIFICATION OF YOUR APPLICATION, PLEASE NOTE:

- Applicants must meet the minimum qualifications and filing requirements for this position by the filing deadline.
- A completed Fresno County employment application is required (must be current, complete, and accurate; amendments will not be allowed after the filing deadline).
- Please fully list your work experience, including current position. Failure to list current, complete, and accurate work experience within the job application (including employment with the County of Fresno) may result in the disqualification of your application.
- In the Education section of your application please provide complete information for each school attended. Please provide the school's name, school's location, the number and type of units earned (semester or quarter), the type of degree earned (associate's, bachelor's, master's, etc.), and which major or program was completed. Failure to completely list education within the job application will disqualify the applicant from consideration.
- If you have completed education in a foreign college or university and are using this education to meet the minimum qualifications, you must provide documentation that the foreign education is comparable to that received within the United States' accredited college or university system or your application will not be accepted. Documentation must be provided by the closing date and time of this recruitment. You may attach a copy to your online employment application; fax a copy to (559) 455-4788, Attn: Carolyn Maxwell; or email it to HREmploymentServices@fresnocountyca.gov.
- College/university degree or transcripts are required to verify completion of the required master's degree. Unofficial transcripts are acceptable; official transcripts are not necessary for this application.
- Resumes and attachments are not accepted in lieu of a completed employment application.

SELECTION PROCESS:

Depending upon the number of applicants meeting the minimum qualifications and filing requirements, applicants may be scheduled for one of the processes listed below:

- **Online Examination** - If required, the written examination will be offered in an online format. Please indicate on the supplemental questionnaire if you have the ability to complete an online examination.
- **Certify Without Examination** - In instances where the number of eligible candidates is less than or equal to the number of qualified applicants the Department is entitled to receive under Personnel Rule 4212, the competitive examination process will be waived and the names will be certified without an examination.

Successful candidates will be placed on an employment list, effective for a minimum of 3 months (may be extended up to 12 months), and certified in final rank order as vacancies occur.

REQUIRED APPLICATION MATERIALS:

- **Fresno County Employment Application** (must be current, complete, and accurate; amendments will not be allowed after the filing deadline)
- **Supplemental Questionnaire**
- **Copy of Degree or Transcripts**
 - Unofficial transcripts are acceptable; official transcripts are not necessary for this application.

Please note: All application materials must be submitted **online only** via our website by the closing date and time of this recruitment. Notices from Human Resources regarding your application will be sent via email only. Applications submitted via U.S. mail, in person, email or fax will not be accepted. Resumes and attachments will not be accepted in lieu of a completed application.

HOW TO APPLY:

Applications for this recruitment must be submitted **online only**. An online application may be found at: <https://www.fresnocountyjobs.com>.

Open Job Information Flyer and click "Apply" to begin the online application process. Failure to complete the job application or failure to follow the application instructions (such as the formatting of education or work experience) will result in the disqualification of the applicant. Amendments will not be accepted after the filing deadline.

Once the filing deadline has passed, you may check the status of this recruitment at any time by logging on to: <https://www.governmentjobs.com/Applications/Index/fresnoca>.

Please be advised that it is the applicant's responsibility to notify Human Resources of any email address, mailing address, and telephone number changes. Notices from Human Resources will be sent via email only.

For the safety of our employees the County of Fresno complies with all Federal, State and Local Orders related to COVID-19, including Cal OSHA Emergency Temporary Standards.

The County of Fresno is an Equal Employment Opportunity Employer. It is the policy of Fresno County to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition, genetic information, or denial of medical and family care leave, or any other non-job-related factor.

REASONABLE ACCOMMODATIONS - The County of Fresno is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the application, examination or selection process may *contact Human Resources at (559) 600-1830 at least five days prior to the scheduled date or deadline.*

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Analyst: Carolyn Maxwell

Employer

County of Fresno

Address

2220 Tulare St., 14th Floor

Fresno, California, 93721

Phone

(559) 600-1830

Website

<https://www.fresnocountyca.gov/Home>

LIBRARIAN III - SJVLS Supplemental Questionnaire

***QUESTION 1**

Please describe your experience working with an Integrated Library System, or electronic resources that interact with an Integrated Library System.

***QUESTION 2**

Please describe your experience working with databases and SQL (Structured Query Language).

***QUESTION 3**

I have attached a copy of my master's degree or transcripts and understand that if they are missing or do not verify I meet the education requirements for the position that my application will be denied.

- Yes, I have attached a copy of my master's degree or transcripts.
- No, I have not attached a copy of my master's degree or transcripts and understand my application will be denied.

***QUESTION 4**

If required to take an online examination, do you have access to a computer with an internet connection that will allow you to take the examination? This examination will take approximately one (1) hour. If you marked 'no', please contact our office at (559) 600-1830 as soon as possible.

- Yes
- No

***QUESTION 5**

Where did you first hear about this opportunity?

- County Website
- LinkedIn
- Social Media (Facebook, Instagram, Other)
- Other Website
- Job Fair / Recruitment Event
- Friend, Relative, and/or Current County Employee
- Other

***QUESTION 6**

If you answered "Other" in any of the options listed in the previous question, please let us know where you first heard about this opportunity in the space below. Otherwise, write "N/A".

***QUESTION 7**

If you answered "Job Fair/Recruitment Event" in the previous question, please let us know which event you attended and heard about this opportunity in the space below. Otherwise, write "N/A".

* Required Question