



County of Fresno

SUPERVISING LIBRARIAN - SJVLS

SALARY	\$35.08 - \$44.76 Hourly \$2,806.00 - \$3,581.00 Biweekly \$6,079.67 - \$7,758.83 Monthly \$72,956.00 - \$93,106.00 Annually	LOCATION	Fresno County, CA
JOB TYPE	Permanent	JOB NUMBER	25-0023
DEPARTMENT	Library	OPENING DATE	02/13/2025
CLOSING DATE	3/14/2025 4:00 PM Pacific		

Position Description

APPLICATIONS MUST BE SUBMITTED ONLINE ONLY

The **Fresno County Public Library** is offering a challenging and rewarding opportunity to a highly motivated individual interested in pursuing a career as a **Supervising Librarian - 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 **Supervising Librarian - SJVLS** incumbent will oversee and plan SJVLS goals and objectives which include supervising and coordinating the work of staff, administering the library management software (Horizon ILS), serving as the primary contact for member library directors and technology vendors, leading SJVLS's Automation Committee, and managing grant related projects. **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), and travel to various branch libraries, SJVLS member library districts, and community organizations.

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 in developing, planning, and implementing SJVLS goals and objectives while providing guidance to SJVLS ILS staff; recommends and administers policies and procedures; and implements the strategic priorities as directed by the Administrative Council and the Administrative Librarian.
- Collaborates with the SJVLS Fiscal Agent and Administrative Librarian to develop and administer the SJVLS budget.
- Oversees the configuration and provision of technical support in relation to the library system components and network systems.
- Serves as the primary point of contact for member library directors and technology vendors regarding the ILS and digital collections.
- Prepares and presents statistical analyses of services and evaluative reports, as well as other necessary communications and information.
- Prepares grant proposals; administers grants; prepares necessary narrative and financial reports.
- Interviews, selects, trains, and evaluates subordinate staff; disciplines staff when necessary.
- Attends SJVLS Administrative Council meetings, serves as the chair of the Automation Committee and maintains contact with library directors and technical staff to ensure adequate exchange of information and ideas pertaining to the digital collection, databases, and the ILS.
- Develops an annual work plan and maintains a dynamic strategy for integrating new technological innovations.
- Provides information and support to the Administrative Council in decision-making regarding the direction of the consortia as well as the status of databases, digital collections, archives, and the ILS.
- Oversees and coordinates the selection, purchase, installation, monitoring, protection, maintenance, and repair of all digital content provided by the consortia and the shared network.
- Monitors current trends and developments in cooperative library services and computer information, ILS, digital archives and telecommunications technology, and oversees system-wide training on these services.
- Provides leadership, project management, and expertise for library management system migration including pre- and post-migration activities.
- Represents the SJVLS before various committees at the State level, and before other groups as needed; represents assigned work and service areas in policy and procedure development committees and groups; attends and participates in professional groups and committees.
- Prepares and/or directs the preparation of recommendations, reports, correspondences, special studies, and research.

Knowledge, Skills and Abilities

Knowledge of:

- Library cooperative systems; principles and practices of integrated library systems; and budget planning, development, and administration;
- Characteristics and capabilities of computer equipment and the application of information technology;
- Department policies, rules, regulations, and procedures;
- Principles and practices of effective employee supervision and staff development;
- Library services, organizations, and functions;
- Accepted principles and practices of library work including ordering, classifying, cataloging, distributing, and usage of reference sources.

Skills/Abilities to:

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Research, gather, analyze, and present accurate records and concise reports;
- Make presentations to large groups;
- Make sound judgements to effectively address technical issues;
- Plan and organize operations and implement system-wide policies, procedures, and services;
- Evaluate library and system needs and recommend plans for modifying or extending services;
- Supervise, assign, review and coordinate the work of subordinate staff and provide for their training and development;
- Organize and prioritize duties and manage time effectively;
- 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 with other agencies and the public;
- Demonstrate and maintain a high degree of initiative, integrity, creativity, and good judgment.

Minimum Qualifications

Education: Possession of a master's degree in Library Science from a college or university that has been accredited by the American Library Association.

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

License: Possession of a valid Class "C" driver's license, or equivalent.

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).**
- **Valid driver's license number must be listed on your application. Failure to provide this information will result in the disqualification of your application.**
- **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.**
- **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>

SUPERVISING LIBRARIAN - SJVLS Supplemental Questionnaire

***QUESTION 1**

Please describe your experience managing 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