



County Librarian

Class Code:
1401

Bargaining Unit: Appointed
Department Heads

COUNTY OF SISKIYOU
Established Date: Jan 7, 2019
Revision Date: Jan 26, 2024

SALARY RANGE

\$29.30 - \$37.41 Hourly
\$2,344.00 - \$2,992.80 Biweekly
\$5,078.67 - \$6,484.40 Monthly
\$60,944.00 - \$77,812.80 Annually

DESCRIPTION:

*The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer
We welcome applicants of any race, religion, or ancestry.*

For exact salary information please refer to the current salary schedule. [County Website](#)

General Statement of Duties

Under administrative direction, to plan, organize, manage, direct and supervise the activities, programs, and services of the County Library, including fiscal management, personnel management, program planning and evaluation, and public relations; to represent the County Library System, library activities, library programs, and library services with the public, boards, and other government agencies; to perform professional library services; to perform special assignments as directed; and to do related work as required.

Distinguishing Characteristics

This County Librarian is an "at-will" management classification that reports to the County Administrator. This position oversees and directs the functions and activities of the County Library System. Responsibilities include directing, coordinating, and supervising the work of staff, preparing and administering budget, and performing a broad range of professional library work.

Reports to

Board of Supervisors through the County Administrator

Classifications Supervised

Librarian I, II; Library Technician; Branch Library Assistant I & II; Library Assistant I & II; Fiscal Assistant I, II & III; Driver, and Janitor

EXAMPLES OF DUTIES:

Essential Functions

Plans, organizes, directs, coordinates, and administers Library services and programs for the County; develops and recommends Department goals, objectives, and policies; prepares and administers the Department budget; controls fiscal expenditures and revenues; hires, supervises, evaluates, and insures proper training of Department staff in accordance with County Personnel Rules; oversees the library's computers system including planning, database design, and implementation; directs and reviews grant preparation, grant management, compliance, grant reporting requirements and fiscal management of grants; performs Library program planning and evaluation; directs the gathering of information and the preparation of reports; plans and develops new Library services; represents the Library with the community, other County staff, boards, commissions, and other organizations; serves as the Library advocate; deals with the most sensitive public complaint issues; performs a wide range of professional Library services; develops workshops; coordinates Library functions with other libraries; performs a wide range of administrative and management responsibilities.

Knowledge of:

- Principles of library management and administration.
- Library cataloging and classification systems.
- Professional library principles, practices, and methods.
- County Library policies, rules and regulations.
- Computer applications for County Library services and functions.
- Development of library programs and media collections for patrons.
- Library reference materials, sources, and techniques.
- Reader interest levels in books and authors.
- Principles of budget development and administration.
- Public personnel methods and principles.
- Principles of program development, management, supervision, and training.

Ability to:

- Plan, organize, manage, and supervise the functions and services of the Siskiyou County Library System.
- Provide supervision, training, and evaluation for assigned staff.
- Catalog and classify library material.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare clear, concise and accurate reports.
- Prepare promotional and information materials.
- Use a computer and work with computerized library information systems.
- Provide patron assistance.
- Assist with difficult reference problems.

- Effectively represent the County Library in answering questions, responding to inquiries, providing assistance, and dealing with requests from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.

TYPICAL QUALIFICATIONS:

Training and Experience:

Any combination of training or experience that would provide the knowledge and skills to successfully perform the listed duties is qualifying. A typical way, but not required, to obtain the required knowledge and skills would be:

-Broad and extensive experience in professional library work, including at least two years of experience in a management or supervisory capacity.

- Possession of Masters of Library Science (MLS) degree from an American Library Association accredited library school, preferably with additional study in library services, business administration, and/or public administration.

Special Requirements:

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

SUPPLEMENTAL INFORMATION:

Typical Physical Requirements

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

Typical Working Conditions

Work is performed in office and library environments; frequent driving to different locations throughout the County; continuous contact with other staff and the public.

KNOWLEDGE OF::

see above

ABILITY TO::

see above