FINAL FILING DATE: September 18, 2015

ORAL INTERVIEW: To Be Announced

SENIOR COMMUNITY LIBRARY MANAGER

Monthly Salary Range $5,575 - $7,350

THE POSITION

The Contra Costa County Library is seeking qualified individuals to fill the one (1) position of Senior Community Library Manager recently vacated through promotion. This is a full-time (40 hours per week) position to be located in Hercules, California.

The County Library operates twenty-six (26) community libraries within a 750 square mile area and serves close to 1 million urban, suburban and rural patrons with an annual circulation reaching 7.4 million. Contra Costa County Library actively promotes reading, maximizes the use of library collections, and offers programs and services that encourage reading. The County Library is proud to be recognized as having one of the State’s most successful literacy programs.

The Senior Community Library Manager is responsible for day-to-day administration and operation of a community library. This includes responsibility for the supervision of subordinate personnel; development of material collections appropriate for the community served by the library; development and implementation of a plan of service; recommendations to County Library Administration regarding community needs and improvements in library service patterns; and the establishment and maintenance of direct liaison between the community library, city, school district, Library Friends, and local groups to encourage good community relations.

The eligible list established from this examination may remain in effect for twelve (12) months.

MINIMUM QUALIFICATIONS

Education: Possession of a Master of Library Science degree from a program accredited by the American Library Association, or equivalent curriculum.

Experience: Three (3) years of full-time equivalent professional/supervisory public library experience, which must have included experience as a Community/Branch Library Manager in a public library.

OR

Four (4) years full-time equivalent experience working in a library, which may include two (2) years as support staff, technician or paraprofessional, and at least two (2) years in a professional/supervisory level.

Supplemental Questionnaire Required

All applicants are encouraged to review the detailed job description at www.cccounty.us and apply if they clearly meet the Minimum Qualifications as defined above.

Note: Contra Costa County administers in-person oral interviews and examinations and does not offer online or phone options at this time. Travel expenses will not be provided.

SELECTION PROCESS

1. Application Filing: All applicants, including County employees, are to apply online at www.cccounty.us/hr, and submit the required information as indicated on the job announcement by the final filing date listed above. All applicants must clearly demonstrate that they meet the minimum qualifications provided on the job announcement. Resumes may not be substituted for the official County application. Paper, faxed, or late applications WILL NOT be accepted. To view the typical tasks, knowledge, skills, and abilities associated with this position, please visit our website to see the detailed job description. Please see additional locations to apply on the reverse side of this announcement.

2. Application Evaluation: Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.

3. Oral Interview: An oral interview will be conducted by a Qualifications Appraisal Board in Martinez, CA. The Board will evaluate candidates in job-related areas. Candidates must receive a rating of at least 70 from a majority of the Board members to be ranked on the employment list. (Weighted 100%)

Conviction History Form and Fingerprinting: As part of the application and selection process, an applicant may be required to complete a Conviction History Form and submit to fingerprinting. Please note that the Conviction History Form should only be submitted when requested.

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

OPEN ONLY: August 31, 2015 EE/ith

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), national origin (including language restrictions), ethnicity, age (over 40), disability (including physical or mental disabilities, HIV, and AIDS), sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (including genetic characteristics, cancer, and a record or history of cancer), genetic information, military or veteran status.
Contra Costa County
Senior Community Library Manager
(3AGH-2015A)
Supplemental Questionnaire

A completed supplemental questionnaire is required for this position.

The purpose of this questionnaire is to provide applicants with the opportunity to elaborate on their qualifications and to assist in determining the most qualified applicants. Your responses to the questionnaire may be used to evaluate your relevant experience and training in order to determine which applicants will be invited to participate in a competitive oral examination and/or assessment center. Applications received without a supplemental questionnaire will be disqualified. Although you may submit a resume, do not answer the questionnaire by indicating, “please see resume.”

Answer the questions below and attach your responses to your Contra Costa Employment Application form. Please reference 3AGH-2015A and indicate the question number for each response. Please be brief and concise limiting your response to the information that is relevant to each question.

The completed supplemental questionnaire must be submitted with the Employment Application and must be received by the final filing date of September 18, 2015. Employment Application submitted without the supplemental questionnaire will be considered incomplete and will not be accepted for the next phase of the recruitment process.

1. Describe the positions you have held in public libraries which best demonstrate your competitive qualifications for this position. For each position (limit 3) provide the following:
   - Job title and dates held.
   - Name of library, population served and annual circulation.
   - Summary of your major responsibilities, and to whom you reported.
   - Annual community library budget.
   - Number and classifications of staff supervised.

2. Describe your experience in conducting community needs assessment and performing both short and long range planning for community library services.

3. Describe your experience in personnel management with specific reference to the following activities:
   - Staff selection
   - Staff development and training.
   - Managing organizational conflict.
   - Developing and utilizing performance indicators to evaluate and improve employee performance.

Print Name: ___________________________ Sign: ___________________________ Date: __________