



# NOW HIRING

## SUPERVISING LIBRARIAN

The City of Livermore is currently accepting applications  
for Supervising Librarian.

Salary: \$7,923.28 - \$9,904.10 monthly plus an excellent benefit package!


*Lead with impact as the Supervising Librarian for Youth Services  
at the Main (Civic Center) Library! Inspire young minds and  
enhance our community through dynamic library experiences.*

APPLY  
HERE



[LivermoreCA.gov/Jobs](https://livermoreca.gov/jobs)

CONTACT US

 925-960-4100

 [HR@LivermoreCA.gov](mailto:HR@LivermoreCA.gov)

Apply by 5 pm on **08/30/2024**

CITY OF  
**LIVERMORE**  
CALIFORNIA

## **THE POSITION**

Under direction, plans, organizes, and supervises the activities of the youth services division of the library; and performs other duties as assigned.

Examples of responsibilities include:

- **Program Management:** Plans, organizes, and coordinates service programs for a library section or branch. Implements goals, policies, and procedures, evaluates services and collections, and recommends improvements.
- **Supervisory:** Manages professional, technical, and support staff by scheduling work, approving time off, conducting training, and overseeing performance evaluations. Makes recommendations on staffing and resolves communication issues.
- **Administrative:** Participates in library management, acts as a liaison with community groups, and engages in outreach activities. Manages facility upkeep, assists in budgeting, prepares reports and promotional materials, and utilizes technology and specialized library resources.

\*This is not a complete list of responsibilities, [click here](#) for the complete classification description.

## **QUALIFICATIONS**

A typical way to qualify for this position includes:

- **Experience:** Four years of professional librarian experience; supervisory experience in a related area can substitute for up to one year. Public library experience preferred.
- **Education:** Master's degree in Library Science, Library and Information Science, or a related field from an accredited college or university required.
- **License:** May require a valid California Driver's license with a satisfactory driving record as determined by the City.
- **Other Requirements:** Must be willing and able to work flexible hours, be available on call, and travel out of town for meetings, seminars, and conferences during work and non-work hours.
- **Special Requirements:** Essential duties require physical ability to bend, stoop, reach, and lift up to 40 pounds; visual acuity to read fine print and computer monitors; ability to operate a computer keyboard and communicate effectively in various formats.

\*This is not a complete list of qualifications, [click here](#) for the full list of qualifications and complete classification description.

## **THE IDEAL CANDIDATE**

The Library is seeking a candidate with a communicative work style and administrative skills exemplifying a high level of professionalism. The ideal candidate will exemplify the following knowledge, skills, experience, and characteristics:

- Guide and direct library staff in a positive and motivating manner
- Outstanding customer service with the goal of exceeding the customer's expectations
- Excellent written and verbal communication skills
- Utmost ethical and professional standards
- An effective problem solver who provides viable solutions to complex and challenging personnel and operational issues
- Proficiency with automated library systems, such as Innovative Interfaces software
- Knowledge of and familiarity with a variety of online information resources
- Familiarity working with diverse staff and public
- Commitment to ongoing professional development related to youth

## **AMERICANS WITH DISABILITIES ACT (ADA)**

If you are a qualified individual with a disability as defined by the ADA and you need reasonable accommodation to participate in any of the tests, you must notify Human Resources at the time you submit your application.

## **TESTING & SELECTING PROCESS**

Testing & Selection Applications and supplemental questionnaires will be screened to determine the best qualified candidates to advance in the testing process, including a Qualifications Appraisal Board interview. The results of the examination will be used to establish the employment eligible list.

Appointment to City employment is contingent upon passing a fingerprint criminal background check. At time of hire, proof of United States citizenship or authorization to work in the United States must be presented. The probationary period is 12 months.

## **BENEFITS**

Please [click here](#) to see full list of benefits information. This position is part of the Livermore Management Group bargaining unit.

*The information contained in this announcement is subject to change and does not constitute either an expressed or implied contract.*

***The City of Livermore is an equal opportunity employer and supports workforce diversity.***