



Children's Librarian I/II

The Position

The Town of San Anselmo is seeking a Children's Librarian for the historic San Anselmo Public Library, a small but dynamic public library that serves a town of 12,600 in beautiful Marin County.

This position will perform professional duties such as reference, reader's advisory, collection development, and technical support. This position will also respond to the public's informational, educational and recreational needs by providing library material in a variety of formats including online resources and by orchestrating a variety of library programs for youth.

This position reports to the Town Librarian. The Children's Librarian may provide technical and functional support to staff and volunteers as needed.

Qualifications... The Ideal Candidate

Librarian I

Knowledge of:

- Principles and practices of library science such as privacy and free and equal access, and best practices to uphold those principles.
- Public library organization and services.
- Principles of collection development including materials selection and collection management.
- Program planning for children and/or teens/adults.
- Proficient in the use of Microsoft Office suite, web-based resources, cloud computing, content management software, databases, and integrated library systems, including library-related software.
- Cataloging principles and practices.
- Current children's, adult or teen literature and current library literature.
- Basic customer service techniques and telephone etiquette.

Ability to:

- Provide professional library services in reference, readers' advisory, acquisition, technical support, and cataloging.

- Skill in planning, organizing, developing metrics, promoting, evaluating and managing the logistics of programs.
- Make effective presentations in a variety of situations such as for staff trainings, stakeholders, public outreach, and events.
- Learn and use new software and technology.
- Develop competence in present and emerging technologies and social media.
- Perform professional reference and adult, teen and children's reader's advisory services.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers and reports; identify and interpret technical and numerical information; observe, identify and problem solve operational and technical issues; understand and explain library policies and procedures to the public and other Town personnel.
- Evaluate and recommend purchase of books and reference materials to meet patron's needs.
- Work with various age levels, cultural and ethnic groups in a tactful and efficient manner.
- Obtain information through tactful and effective questioning during the reference interview.
- Work firmly and courteously with the public and staff to create an orderly work environment.
- Work effectively with interruption.
- Work shifts, including weekends, special events and evenings as assigned.
- Use computers and other technology.
- Perform basic mathematical computations with speed and accuracy.
- Analyze situations quickly and objectively and determine proper course of action within scope of responsibility.
- Communicate clearly and concisely both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work. Promote community interest and enthusiasm for library services.

Experience and training:

Any combination of experience and training that would likely provide the required knowledge and abilities in qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Experience in a public library setting is desirable.

Training:

Equivalent to a Master's Degree in Library Science, Library and Information Services or similar curriculum from a college or university accredited by the American Library Association.

License or Certificate:

May need to possess a valid California Driver's License.

Librarian II

In addition to the qualifications for Librarian I:

Knowledge of:

- Operations, policies, and procedures of the Town Library.

Ability to:

- Independently plan, develop, implement, and carry out the activities and operations of major library programs with emphasis on either Adult, Children's or Teen services.
- Perform basic computer equipment maintenance and troubleshoot problems with hardware and software.
- Provide oversight to professionals, paraprofessionals, page staff and volunteers, manage library page services, and provide input to evaluations as appropriate.
- Understand the organization and operations of the Town and or outside agencies as necessary to assume responsibilities.

Experience and Training:

Experience

Two years of professional library experience in a public library similar to that of a Librarian I in the Town of San Anselmo.

Training

Equivalent to a Master's Degree in Library Science, Library and Information Services or similar curriculum from a college or university accredited by the American Library Association.

License or Certificate:

May need to possess a valid California Driver's License as required by the position.

SPECIAL REQUIREMENTS:

Essential duties require the following physical skills and work environment:

Intermittently sit at a desk and/or stand at a counter for long periods of time. Intermittently bend, twist, kneel, crawl or squat while shelving books, opening boxes or moving furniture or equipment; twist and reach office equipment; write and use keyboards to communicate and enter/retrieve data; lift or carry weight of up to 50 pounds. Ability to work indoors and outdoors as required.

Compensation and Benefits

Monthly salary for this 37.5 hour per week position is \$4,926 - \$5,988 for Librarian I and \$5,516 - \$6,704 for Librarian II. A 3% increase is scheduled for July 1, 2019. A comprehensive benefits package is offered, including PERS retirement; generous coverage for health, vision, dental; life and LTD insurance; and paid sick, vacation, and holiday leave. Cashback pay of up to \$365 per month is provided if insurance coverage is waived. This position is part of the SEIU bargaining unit.

About the San Anselmo Area

San Anselmo (population 12,600) is located in the heart of the Ross Valley in Marin County, approximately 10 miles north of the Golden Gate Bridge. San Anselmo has a close-knit and active

community environment. The Town is well-known for its proximity to open space for hiking and mountain biking. Fishing is year-round and trails, forested mountains, and extensive coastlines beckon to boaters, bikers, serious hikers and casual walkers alike. San Francisco is within easy driving distance, as are the Napa and Sonoma wine countries.

How to Apply

APPLICATION DEADLINE: Open until filled -- Candidates applying by Friday May 31, 2019 at 3 p.m. will receive first consideration.

Please submit a **letter of interest**, completed Town **application**, **supplemental application** and your **resume** to:

Town of San Anselmo
Human Resources Department
525 San Anselmo Avenue
San Anselmo, CA 94960
Fax: 415-459-2477

Or email to hr@townofsananselmo.org

Those candidates who are invited to an interview will be required to perform 5-7 minutes of their favorite preschool story time. Please do not read one long book for that time period but rather sample it and move on to the next part of your story time. We will be looking for enthusiasm, age-appropriateness and originality. Small props and musical instruments are permitted. Set-up time should not exceed two minutes.

Application packets, including the supplemental application, are available:
online at <https://www.townofsananselmo.org/128/Human-Resources>
by phone at 415-257-4118.

***The Town of San Anselmo supports work place diversity
and is an equal opportunity employer***