



CITY OF SANTA CLARA
invites applications for the position of:

Library Program Coordinator - Youth Services

SALARY: \$45.69 - \$58.46 Hourly
\$7,920.00 - \$10,133.00 Monthly
\$95,040.00 - \$121,596.00 Annually

OPENING DATE: 07/27/18

CLOSING DATE: 08/17/18 04:00 PM

EXAM WEIGHT: 100% Oral

TENTATIVE EXAM INFORMATION: (Open/Promotional Recruitment) Oral Exam: Week of September 3, 2018 (Tentative)

DESCRIPTION:

Preferred Filing Date: Friday, August 17, 2018

Applications must be filled out completely. Please do not substitute "see resume or see personnel file" in the employment history section of the application. To receive first consideration in the screening process, candidates must submit a **1) City Employment Application, 2) Resume, 3) Letter of Interest and Intent and 4) Supplemental Questionnaire** no later than 4:00 p.m. on the preferred filing date. Incomplete applications will not be accepted. This recruitment may remain open until filled.

The Library Program Coordinator – Youth Services is a professional position in the classified service responsible for the Youth Services program area, coordinating staff activities, collections, or computer services. This class is part of the Library Program Coordinators' Team and is responsible for assigning, reviewing, and supervising the work of library staff.

Meeting the minimum qualifications does not guarantee admittance into the examination process. Only the most qualified candidates who demonstrate the best combination of qualifications in relation to the requirements and duties of the position will be invited to test. Candidates must attain a passing score on the examination process to qualify for the Eligible List. A department interview will be required prior to appointment.

TYPICAL DUTIES:

Duties may include, but are not limited to, the following:

Under general direction:

- Supervises provision of a full range of reference and information services to library patrons of all ages
- Participates actively in story hour and school visits
- Schedules, trains, supervises, and evaluates staff assigned to the program unit
- Maintains and prepares reports, computer data, special studies and correspondence

- Performs professional library duties including reference and reader's advisory, cataloging, collection development, selection and deselection of materials, and programming for library patrons of all ages, and ensure consistency of service standards
- Plans, develops, coordinates, and evaluates the activities of a library program unit, and coordinates with other library divisions
- Prepares publicity, displays, and bibliographies
- Assists in the development and implementation of library and program unit goals and objectives, budgets, policies and procedures, and interprets them to the staff and public
- Analyzes library operational procedures related to activities of a program unit and makes recommendations for improvement and responds to community information needs
- Serves as a member of the Library Management Team and represents the library with groups, organizations, committees, and at professional meetings
- Participates in budget preparation and administration including monitoring expenditures
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE**

- Possession of a Masters Degree in Library/Information Science from an American Library Association accredited library school; and
- Three (3) years of increasingly responsible professional library experience serving children, young adults, and families, including materials selection, reference and reader's advisory, planning and producing programs, and publicity materials.

Desirable Qualifications:

- One (1) year of supervisory experience is desirable.

LICENSE

Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment.

OTHER REQUIREMENTS

- Performs physical tasks, such as lifting and moving library materials and equipment weighing up to 25 lbs., stooping, reaching, kneeling, and walking up and down stairs.
- Must be able to perform all the essential functions of the job assignment.
- May be required to work evenings and weekends.
- Prior to hire, candidates will be required to successfully pass a pre-employment background check, which may include employment verification, a DMV record check, a criminal history check and Department of Justice (DOJ) fingerprinting. Any information obtained will be used to determine eligibility for employment in accordance with the law. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction when required will result in disqualification from the recruitment process.
- A medical examination will be required prior to appointment.

PERMANENT CITY EMPLOYEES PREFERENCE POINTS:

Current permanent employee candidates who receive a passing score on the examination will have an additional five (5) points added to his/her final score.

KNOWLEDGE, SKILLS, AND ABILITIES:**Knowledge of:**

- Current practices of children's and young adult library service
- Storytelling, book talking, and other public performance techniques

- Computerized bibliographic databases and searching techniques, online public access catalogs, and integrated library systems
- Reference interviewing techniques, strategy, and tools
- Adult, children's and young adult literature and materials
- Principles of selection, deselection, and evaluation of library collections
- Childhood development and learning stages
- Public library principles, organization, objectives, trends, materials, services, and practices
- Principles and practices of supervision, team building and participative management
- Office safety practices, procedures and standards

Ability to:

- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Analyze and respond to community interests and concerns regarding library collections and services
- Communicate effectively, both orally and in writing
- Plan, organize, and supervise the work of professional, paraprofessional, page, and volunteer staff
- Effectively handle multiple priorities, organize workload and meet strict deadlines
- Plan and create library programming and promotional materials
- Use computer applications in a library setting
- Work in a team-based environment and achieve common goals
- Develop and apply library procedures and policies and other professional knowledge to the practical problems of the job
- Bend, stoop, reach, carry, crawl, climb and lift up to 25 lbs. to perform assigned duties
- Walk or stand for extended periods of time

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.santaclaraca.gov>

Position #60-18-534A
LIBRARY PROGRAM COORDINATOR - YOUTH SERVICES
CD

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Santa Clara, CA 95050
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Fax: 408-985-0667

humanresources@santaclaraca.gov

Equal Opportunity Employer

Library Program Coordinator - Youth Services Supplemental Questionnaire

- * 1. Briefly explain your Library experience and why you are the best candidate for this position with the City of Santa Clara Library.
- * 2. Briefly explain your experience in implementing a change in the workplace and how you led your team to embrace the change.
- * 3. Briefly describe a recent visit you made to a museum. Please share some ideas from that visit that the Santa Clara City Library could benefit from.

- * 4. You have received a complaint from a patron asking you to cancel a Teen Pride program that you and your team are hosting. Please write a response to the patron.

* Required Question