

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE
DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH JOB
RECRUITMENT AND PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUED</u>
TECHNICAL SERVICES LIBRARIAN	\$38,740-\$62,754/YR/DOQ	2/3/2012

ASSISTANT DIVISION MANAGER - WEBER COUNTY LIBRARY - FULL-TIME WITH BENEFITS

Paid employee and family health & dental benefits; retirement plan; sick, vacation, and holiday leave professional development opportunities. Serves as a member of the middle management team responsible for the day-to-day supervision of interlibrary-loan, OCLC cataloging, serials, and acquisitions services. Requires some evening and weekend shifts. Must have ALA accredited masters degree in library or information science and two years relevant experience.

Mission: All library employees are hired to assist in the provision of relevant information services to all segments of the community so that individuals can make meaningful decisions in their lives and participate as full-fledged members of our democratic society. Employees are responsible to work to provide an environment of “neutral ground” where all may come together to gain information, to affirm a common good, and to pursue both group and individual goals. That is, library employees are not hired to give government sanction to a set of particular ideas or values, but rather to provide open access to materials representing all points-of-view. In order to accomplish this mission, employees are hired with the understanding that their day-to-day job duties, shift assignments (including evenings, weekends & holidays) and work locations may be modified or changed in order to provide the best information services possible in a hospitable and safe environment. All employees are hired to uphold the general principles set forth in the American Library Association’s *Code of Ethics, Library Bill of Rights, and Freedom to Read Statement*; to make decisions according to a formalist system of ethics; and to implement decisions according to innovative management and proven economic principles. As part of their annual performance plan, employees will develop a “self-learning agenda” which will serve to help them keep abreast of the skills they need to: 1) provide excellent public service; and 2) help further their own careers in a dynamic and ever-changing environment.

General Duties: Under administrative directive from a Senior staff member, a Librarian I performs the following types of entry-level professional duties: Bibliographic control; collection development; equipment maintenance; utilization of software applications; network administration; reference, referral, and on-line services; in-depth reader’s advisory and bibliotherapy; original cataloging; program administration; employee supervision; and other tasks of an entry-level professional nature as required by the department. Each employee must annually sign and successfully complete a results-oriented performance plan based upon specific job duties for the position and upon the individual employee's performance needs.

Performance Results: (Note: Any one position may not include all of the results listed, nor do the listed examples include all of the results which may be found in positions of this class. That is, employees may add results, and specific areas of assignment within the library may require the employee to perform fewer results than in other areas.) Librarians will write “BY” statements (goals) which will utilize the skills they bring to the job as a result of formal education in library science. Library science skills are the *primary* skills needed in the organization; they are the skills which command the highest level of compensation in this classification.

Collection Management Evaluates collection development procedures and benchmarks. Develops and involves staff in an on-going, written collection development plan. Develops appropriate training opportunities for self and others. Supervises the development of guidelines for system purchasing plans. Supervises the implementation of guidelines for system weeding plans. Develops procedures for the maintenance of the bibliographic and customer data bases.

Supervises employees with personal and professional knowledge of subject areas in the collection management process. Supervises efficient and effective materials selection, acquisitions, and cataloging. Evaluates the selection, acquisitions, and cataloging of library materials.

Fiscal Management Evaluates procedures to ensure that public funds are received, recorded, deposited, and expended in an acceptable and honest manner. Develops and submits an annual budget request which reflects actual needs of the division for which they are accountable. Develops and supervises the development of staff training to ensure that the highest standards of accuracy and integrity are met in all areas of fiscal responsibility. Develops system fund raising activities. Develops and supervises the preparation of bids and specifications for purchasing goods, equipment, supplies, and services. Evaluates expenditures to ensure that funds are used in an appropriate, efficient, and timely manner.

Personnel Management Evaluates personnel matters in order to determine training needs, transfers, and disciplinary options. Develops methodologies for appropriate and effective communication at all levels. Develops and supervises appropriate training opportunities for staff development. Develops quantifiable performance standards to be used as criteria for evaluating performance of self and others. Develops solutions to deal with problems

associated with below standard performance of self and others. Supervises the development of incentive systems that ensure outstanding work performance in their division is routinely acknowledged. Supervises efficient and effective use of staff, helping employees focus work time upon activities which support agreed upon system and division goals and priorities. Supervises the documentation of work performance. Evaluates employee work schedules (paid and volunteer) to ensure adequate staffing and the best use of available resources. Evaluates employee performance to determine achievement of performance standards.

Program Management Evaluates current offerings in order to identify and solve problems, plan for change, and increase the quality of library-sponsored programs. Develops a programming plan which advances the mission, roles, goals, and principles of the library system. Supervises the development of system guidelines for tours, outreach activities, and library sponsored events. Supervises the appropriate use of meeting rooms and exhibit areas. Evaluates all exhibits, public performances, and other library-sponsored events.

Property Management Evaluates the physical plant and on-site operations of the library and designs plans for maintaining the integrity of the library's physical assets. Develops a library-specific risk management plan which ensures a safe environment for staff and customers. Develops and evaluates procedures to protect library assets from theft. Supervises an on-call schedule to cope with public needs or building related emergencies. Supervises management of storage areas where library surplus equipment, furniture, shelving, tools, parts, and supplies are stored to provide inventory control. Supervises building management budgets. Evaluates contracts to ensure that services are being provided according to the established terms and renews or renegotiates contracts when appropriate.

Public Service Management Evaluates current system functions and services in order to identify and solve problems, plan for change, and increase the quality of customer service. Develops and supervises the implementation of a quality customer service program. Develops and supervises quality reader's advisory services. Develops and supervises quality reference and referral services. Supervises quality customer accounts management services. Develops and supervises quality staff training programs. Develops and supervises the implementation of a public relations plan to promote library programs and services. Evaluates for the continual improvement of customer service.

Technology Management Evaluates technology resources to determine the relative strengths and weaknesses of the library technology infrastructure. Develops short and long range plans which identify and solve problems, help the library keep pace with the changing information environment, and increase the quality of library services. Develops a complete maintenance program for the library's computer, telecommunications, and other technology resources. Supervises public and staff utilization of computer and other technological resources. Evaluates technology related services to determine their relative effectiveness in delivering information resources to the public.

General Qualifications: Professional tasks which require a special background and education on the basis of which library needs are identified, problems are analyzed, goals are set, and original and creative solutions are formulated, integrating theory into practice, planning, organizing, communicating, and administering successful programs of service

to users. In defining services to library users, the employee recognizes potential users as well as current ones, and designs services which will reach all who could benefit from them. Librarians are hired for their professional knowledge of librarianship, but they are also hired for their ability to serve the public. Graduation from an American Library Association (ALA) accredited university with a Master's degree in library science and relevant experience working with the public in a team management environment. Must have the ability to help develop and follow Board policy and Library Administrative plans and procedures, take initiative, work extremely well with staff and public, and accept responsibility for his/her own actions. Must be able to operate and trouble shoot all equipment in the library division (stand-alone and network computers and printers, satellite distribution systems, microfilm machines, reading machines for the blind, etc.) and utilize all applications software. Must have a working knowledge of all major services and programs offered by public library systems.

Special Qualifications: Must be able to work rotating shifts (seven days a week) and flexible hours (morning, afternoon, evening, and holiday hours) when the library is open. All Senior Library Staff will work a minimum of one evening per week and will alternate weekend shifts with the other employees in their division. They will also work holiday hours of equal proportion to those of other employees in their division. All Professional Staff (Librarians and Specialists) are exempt from the Fair Labor Standards Act. They may be required to adjust their work schedule to accommodate emergencies, special projects, etc.; and to cover for those employees who may be on vacation, sick leave, etc.

Tools and Equipment Used: Including but not limited to: computers (networked and stand-alone) complete with various applications software, library collection (circulating, reference, CD-ROM, on-line, etc.); telephone, FAX machine, microfilm and microfiche machines, reading machines for the blind; copy machines, video tape machines and satellite video distribution networks, various projectors and public presentation media.

Physical Demands: While performing this job the employee is regularly required to lift up to twenty-five pounds, and occasionally up to fifty pounds. Must remove library materials from shelves at a maximum height of six feet; use hands to finger, handle, feel, or operate computer keyboards, tools, or controls; and reach with hands and arms. Must be able to move about the area, talk clearly with customers, and hear customer responses. Must have excellent close vision and good distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee is required to be able to walk, sit, climb, balance, stoop, kneel, crouch, and crawl.

Work Environment: While performing the duties of this job, the employee regularly works in a library public service environment or in a business office environment.

Affirmative Action/Equal Employment Opportunity/American with Disabilities:

It is the goal of the library to employ a diverse group of individuals who represent the richness of ideas and philosophies prevalent in a modern society. Every reasonable effort will be made to accommodate individuals with disabilities and to promote and foster pluralism in the work environment, while maintaining the cohesion needed to act as a single community of public employees dedicated to the mission of the library system.

POSITION CLOSES: February 17, 2012

APPLICATION MUST BE SUBMITTED TO:

Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401

EOE - DRUG & BACKGROUND TESTING REQUIRED