Job Title: Senior Librarian

Closing Date/Time: Thu. 12/04/14 5:30 PM Pacific Time

Salary: $70,188.36 - $85,314.36 Annually

Job Type: Full-time

Location: Main Library, 40 E. Anapamu, Santa Barbara, California

THE POSITION

Under direction of the Library Services Manager, coordinates and supervises the operations of Patron Services for the Santa Barbara Public Library System (SBPL). This position manages, supervises, trains, and evaluates a team of paraprofessional and clerical staff. Professional library work will include overseeing all circulation functions for the system, collection development and evaluation, project management, and serving on a Black Gold committee. Other professional responsibilities may include: cultivation and maintenance of community contacts; public presentations; development of specialized collection(s) materials and evaluation of collection/customer needs, interests, and requests; and other work as required. An availability to work some evening and weekend hours is required. An ideal candidate should have public library experience in the area of circulation, two (2) years of supervisory experience, and experience in collection development and managing a collection budget. The ability to communicate in Spanish is highly desirable.

ABOUT SBPL

The Santa Barbara Public Library is a department of the City of Santa Barbara. Under an Agreement for Operation of a County-Wide Free Library System, in partnership with the County of Santa Barbara, the library also administers Library facilities and services in County branch libraries in Solvang, Goleta, Carpinteria, Montecito, Santa Ynez and Los Olivos. Public funding for operations of the library system is received from the City of Santa Barbara, County of Santa Barbara, City of Carpinteria, City of Solvang and the State of California. Additional revenue sources may include private gifts and donations, financial assistance from the Friends of the Library groups, grants, and in-kind goods and services. SBPL is also a member of the Black Gold Cooperative, which serves communities from Santa Paula to San Luis Obispo County.

EMPLOYMENT STANDARDS:

Knowledge of: Public library services, organization, and equipment, program development, promotion and implementation; methods and principles of supervision and leadership; methods of collection development; and general and specialized reference techniques and resources, including online search techniques;

Skill in: Leading professional, paraprofessional and clerical staff; working with the public, staff and management; performing professional library work; library program planning; organizing a work unit; collection development; technical reference work; using and maintaining library equipment and tools.

Ability to: Effectively lead a work unit to provide quality public service; coordinate reference services; assist in meeting the needs of library clientele; assess community needs for library services and encourage participation in new and established programs; develop, monitor and evaluate collection(s) for quality and program effectiveness; perform difficult reference searches and readers advisory assistance; communicate effectively in oral and written form with library staff and patrons; prepare and conduct oral and media presentations; write letters and statistical/narrative reports; use online
databases; supervise staff; explain rules, regulations, procedures and work effectively with a variety of library patrons; make library procedures and policy decisions in accordance with manager's guidelines.

**License Requirements:** California driver's license at time of appointment.

**Education:** Equivalent to a Masters degree from an accredited college or university with major course work in library or information science or a related field.

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**SELECTION PROCESS:**

It is important that your application and supplemental questionnaire show all the relevant education, training, and experience you possess which qualifies you for this position. All applications and supplemental questionnaires will be reviewed and applications will be reviewed. Those candidates that meet minimum qualifications will have their names placed on an eligible list for this classification and have their names referred to the Library management staff for a selection interview.

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**FILING DEADLINE:**

CITY APPLICATION, RESUME AND RESPONSES TO THE SUPPLEMENTAL QUESTIONNAIRE MUST BE RECEIVED BY 5:30 P.M. ON THURSDAY, DECEMBER 4, 2014.