SUPERVISING LIBRARIAN
ADULT SERVICES
FULL-TIME

Open & Promotional Recruitment
Closing Date: September 30, 2022
Supervising Librarian
$78,042 - $99,861

This is a non-exempt supervisory position under the general direction of the Assistant Library Director.

Key Responsibilities
* Plans, organizes, conducts, implements, and evaluates programs that promote the Library's collection and services.
* Schedules, assigns, supervises, disciplines, reviews and evaluates the activities of staff.
* Conducts presentations and participates in community engagement activities including in-person and virtual meetings.
* Responsible for coordinating the selection and weeding of books and other library materials for the assigned collection.
* Prepares monthly and annual reports as assigned by the Assistant Library Director.
* Provides budget recommendations to the Assistant Library Director and conducts budget presentations as assigned.
* Assists in procuring, researching, writing, securing, and executing grants.
* Assists in the development, amendment, and implementation of library policies.
* Maintains cordial relations with all persons entitled to the services of the Library, and attempts to resolve all public and employee concerns with respect and diplomacy.
* Fosters and nurture collaborations with community partners including the school district, service clubs, other government agencies, and local businesses.

Education and Experience Needed
A Master's Degree in Library Information Science from a school accredited by the American Library Association and five (5) years experience in a library of recognized standards, preferably including public service desk assignments. Supervisory experience is required. Grant writing experience is highly desirable.

Benefits
The Placentia Library District provides health, hospital, vision, dental and disability insurance to eligible employees. The District participates in Social Security and Medicare. Upon achieving eligibility, employees will be enrolled in the District’s defined benefit retirement plan.

How to Apply
To be considered, please complete the Application Form and submit it along with your Cover Letter and Resume to administration@placentialibrary.org or the Placentia Library Administrative Office - 411 E. Chapman Avenue, Placentia, CA 92870. This position closes at 4:00 p.m. on Friday, September 30, 2022. Interviews will be held the week of October 10, 2022.

The Placentia Library District is an Equal Opportunity Employer.