

SUPERVISING LIBRARIAN
ADULT SERVICES
FULL-TIME



Open & Promotional Recruitment

Closing Date: September 30, 2022



PLACENTIA LIBRARY DISTRICT



Supervising Librarian \$78,042 - \$99,861

The Placentia Library District was formed on September 2, 1919 and is one of 12 independent library districts in California. It is the proud winner of the Chamber of Commerce Employer of the Year and the California Special District Association Innovative Award. The Library celebrated its centennial with a newly renovated engaging space that promises to instill inspiration, innovation and imagination.

The Library is open seven days a week and operates a one-point service desk model. We offer a makerspace lab, STEAM programs, interactive playtime in the Crossroads Corner, literacy, teen club, storytimes, reading programs, as well as passport and test proctoring services in a welcoming and inclusive environment.

Come join our team to make a difference and have fun!

Our Mission

Placentia Library District inspires, opens minds, innovates, and connects our community.

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.