



JOB DESCRIPTION

The Friends of the Mt. Shasta Library, Inc. seek an enthusiastic and dynamic individual to provide library services and office management as Library Administrator.

The ideal candidate will have a proven track record of providing exceptional public service and the ability to communicate effectively with individuals and groups. Excellent written and verbal skills, a keen attention to detail and the ability to manage multiple projects and shifting priorities are requisites. Additional necessary strengths include being able to exercise independent judgment, to work independently and to collaborate in a team environment.

The Mount Shasta Library is in an area of great natural beauty that offers year-round outdoor recreation opportunities. On the I-5 corridor, Mount Shasta residents have ready access to the urban areas of Redding, Ashland, and Medford.

DUTIES AND RESPONSIBILITIES OF THIS POSITION

Library:

- Conducts public outreach including developing, implementing, and publicizing programs and events. Identifies community needs and evaluates program outcomes.
- Provides reference and advisory services, assists patrons to find books and materials, and takes part in staffing the circulation desk.
- Represents the library when needed at meetings of City and County governing agencies and their committees.
- Actively participates in enhancing the library environment.
- Collaborates with the County Librarian in choices of new books and materials.
- Recruits volunteers and supports their participation in library work and programs.

Administration:

- Attends regular meetings of the Friends of the Library to plan activities and responsibilities. Provides oral and written reports to the Board. Develops policies and procedures and communicates them to the Board for action.
- Supervises, schedules and trains staff. Conducts performance reviews and plans staff meetings.
- Records expenses and participates in the preparation of financial reports and the annual budget.
- Schedules repairs and services; and orders material and supplies.
- Records and reports issues affecting safety and maintenance of the facility.

QUALIFICATIONS

Education and experience:

- Master of Science Degree in Library Science and Information Services from an accredited institution, and experience working in a library or office management setting
- Or a bachelor's degree in any subject, and at least 2 years of experience in public library work and/or management experience in a public service setting
- Or equivalent combinations of education, experience, skills, and training in library service.

In addition, the ability to work with agencies, staff, volunteers, and the public with discretion, tact and courtesy is necessary. The Administrator will be expected to follow the American Library Association Bill of Rights.

OTHER INFORMATION

The Mount Shasta Library is a part of the Siskiyou County Library System which supplies circulation and technical services.

The Friends of the Mt. Shasta Library, Inc. is an equal opportunity employer.

The Library Administrator will be an employee of Friends of the Mt. Shasta Branch Library, Inc., not of the City of Mount Shasta or of Siskiyou County.

The Friends of the Mt. Shasta Library, Inc. is a 501(c)3, non-profit organization.

COMPENSATION AND BENEFITS

Pay range: \$32 to \$38 per hour depending on education and experience.

Flexible, 35 hour/week full-time schedule, including occasional evenings and Saturdays.

Benefits include four paid holidays, 5 to 10 paid vacation days depending on length of service, 40 hours paid sick leave per year, CalSavers retirement, tax-free HRA \$500 per month.

HOW TO APPLY

An application form may be requested online from msfoljobs@gmail.com. Applications, transcripts, resumes, and references are required and should be submitted by mail to Friends of the Library, 515 East Alma Street, Mt. Shasta, CA 96067 or by email to msfoljobs@gmail.com.

The position is open until filled. Resumes will not be accepted without a completed application.