



CIVIL SERVICE COMMISSION
COUNTY OF MADERA
ANNOUNCEMENT OF EXAMINATION

LIBRARIAN I/II/III

Level I: \$2924 - \$3070 - \$3224 - \$3385 - \$3554/Month
Level II: \$3396 - \$3566 - \$3744 - \$3931 - \$4128/Month
Level III: \$3752 - \$3940 - \$4137 - \$4344 - \$4561/Month

POSITION:

Essential

Functions: Provide a variety of professional library services.
Provide reference services and respond to reference requests.
Assist library programs for children.
Provide assistance to Library users.

APPLICATION:

Apply: Department of Human Resources, 4th Floor
200 West 4th Street, Madera, California 93637
Phone: (559) 675-7705 or TDD Telephone: (559) 675-8970
24-Hour Job Line: (559) 675-7697
Website: www.madera-county.com

FINAL FILING DATE: MAY 23, 2008 (Official applications must be received by 5:00 P.M. on the final filing date. Postmarks not accepted. Faxed application materials may be accepted under certain circumstances and with prior authorization of the Department of Human Resources. Application materials authorized to be received by facsimile will require that the applicant submit an application with original signature prior to the date of the examination.) ****Those applicants claiming veteran's preference must submit a copy of their DD-214 form along with the application.*** Candidates who attain ranking on an eligible list and are involuntarily called to active duty may be considered for eligibility reinstatement upon their return. For additional information, please contact the Department of Human Resources.

PHYSICAL:

As a condition of employment with the County of Madera, a candidate must pass an employment medical examination, and review of medical history given by the County Health Department and/or health care professional designated by the County.

EXAMINATION PROCESS:

A qualifications appraisal for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Department of Human Resources to be appropriate. The Civil Service Commission may limit the number of qualified applicants eligible to participate in the examination process. If two or more candidates have the same total final grade on an examination, they may be ranked in order of their scores in that portion of the examination which has the greatest weight. In case this fails to break the tie, they may be ranked in the order of filing applications. ****Note: you will be required to submit verification of your identity and citizenship or legal right to work in the United States at the time of and as a condition of an offer of employment.***

The Department of Human Resources will make reasonable accommodation in the examination process for disabled applicants. If you have special needs, please indicate such on your application.

Madera County does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age, in any of its programs or activities.

EQUAL OPPORTUNITY EMPLOYER

Level I QUALIFICATIONS:

- Knowledge of: Library reference materials, sources, and techniques.
Professional library principles, practices, and methods.
- Skill to: Operate modern office equipment including computer equipment.
- Ability to: Learn to develop library programs and media collections for patrons.
Perform professional library work.
Catalog and classify library materials.
Provide patron assistance.
Maintain accurate records and prepare reports.
Respond to requests and inquiries from the public.
Effectively represent the County library system to the public, community organizations, and other government agencies.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

NO EXPERIENCE IS REQUIRED; *AND* POSSESSION OF A MASTER'S DEGREE IN LIBRARY SCIENCE.

Level II and III QUALIFICATIONS:

In addition to the qualifications for a Librarian I:

- Knowledge of: Principles and practices used in the development of library programs and media collections for patrons.
Principles of program development, work direction, and training.
Reader interest levels in books and authors.
- Ability to: Organize and maintain responsibility for an assigned area of library functions such as reference or children's services.
Provide work direction and training for others.
Assist with difficult reference problems.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Level II:

ONE YEAR OF INCREASINGLY RESPONSIBLE PROFESSIONAL LIBRARY WORK EXPERIENCE COMPARABLE TO THAT OF A LIBRARIAN I WITH MADERA COUNTY; *AND* POSSESSION OF A MASTER'S DEGREE IN LIBRARY SCIENCE.

Level III:

ONE YEAR OF INCREASINGLY RESPONSIBLE PROFESSIONAL LIBRARY WORK EXPERIENCE COMPARABLE TO THAT OF A LIBRARIAN II WITH MADERA COUNTY; *AND* POSSESSION OF A MASTER'S DEGREE IN LIBRARY SCIENCE.

(CONTINUED ON THE NEXT PAGE)

All levels SPECIAL REQUIREMENTS:

Essential duties may require the following physical skills and work environment:

Ability to work in a standard office environment including the ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 25 lbs.

For additional information, the full job description is available for review by contacting the Human Resources Department at (559) 675-7705 or by visiting www.madera-county.com.

BENEFITS:

Benefits of employment with the County of Madera include 13 paid holidays per year; 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 1 year, vacation accrual increasing thereafter with years of service (45 days maximum accrual); membership in the Public Employees' Retirement System (PERS); County participates in the Public Employees' Retirement System Health Benefit Program and for certain selected health plans, the County pays 100% of health insurance premium for employee and 50% for either two-party or dependent coverage; additional salary increases after 10, 15, and 20 years of service.

Librarian I/II/III

April 18, 2008
(08-034)

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE COUNTY OF MADERA RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH COUNTY CIVIL SERVICE STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY DEPARTMENT OF HUMAN RESOURCES.