

of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

EMPLOYMENT ELIGIBILITY INFORMATION

Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

SOCIAL SECURITY ACT OF 2004

Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly-hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

VETERAN'S CREDIT

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

FILING INSTRUCTIONS

All applicants are required to submit a standard County of Los Angeles Employment Application and supplemental documents

detailing education, and experience including positions held relating to the Selection Requirements and the Desirable Qualifications. Application and supplemental documents should include the following:

1) Names of schools, colleges, or universities attended and degrees earned. Please enclose verification of degree(s) with the application. 2) Name of each employer, size of organization, number and composition of personnel supervised, scope of responsibilities, functions managed, and dates of employment. 3) Of particular interest is the breadth and length of experience related to the "Selection Requirements" and "Desirable Qualifications" in this bulletin.

Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information is attached to your application. This page will be removed from your application when it is received and kept confidential and utilized solely for required statistical purposes.

Submit completed application and all supplemental documents in person or by U.S. Mail to:

Deborah Schwarz, President & CEO
Library Associates Companies
6500 Wilshire Blvd., Suite 2240
Los Angeles, CA 90048
Tel. (323) 302-9436
Fax (323) 852-1093
jobs@libraryassociates.com

This announcement may be downloaded from the **COUNTY OF LOS ANGELES** website at: dhr.lacounty.info



Date Posted: July 11, 2008



**THE COUNTY OF LOS ANGELES IS AN
ACTIVE EQUAL OPPORTUNITY EMPLOYER**

THE COUNTY OF LOS ANGELES



**Invites Resumes
For**

**ASSISTANT LIBRARY ADMINISTRATOR, TECHNICAL SERVICES
(CLASSIFIED)**



ANNUAL SALARY

\$72,353.52 - \$109,512.96
\$74,524.20 - \$112,798.32 Effective 1/1/09

FILING PERIOD

July 14, 2008 – Until the position is filled

Exam No. A-8341-A
Bulletin No.: 2008-04-ER

The County of Los Angeles

The County of Los Angeles, with a population of more than 10 million people, has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities and numerous five-star restaurants. The mountains, deserts and the Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex county government in the United States. A recent change in the governing structure of the County has all Department Heads reporting to the Chief Executive Officer with the exception of elected officials (Assessor, District Attorney and Sheriff), the Fire Chief, Auditor-Controller, County Counsel and the Executive Officer of the Board of Supervisors.

The County has an annual budget in excess of \$22 billion. Thirty-nine major administrative units or departments serve the needs of the County's population. The County employs over 100,000 full-time personnel to serve its diverse population.

THE COUNTY OF LOS ANGELES PUBLIC LIBRARY



The County of Los Angeles Public Library is a network of community-focused libraries that provide the County's diverse communities with easy access to the information and knowledge they need to nurture their cultural exploration and lifelong learning. The County Library uses expanded information networks and new technology to offer a broad range of learning resources to County residents in the unincorporated areas and 51 cities.

Library statistics reflect a well-used library system: 2.6 million registered borrowers; 4 million items circulated yearly; 10 million informational questions answered; 600,000 children attending library programs each year; and 13 million visits to County libraries annually. Through 84 libraries and four bookmobiles, customers find a full range of information services. Four ethnic resources centers provide specialized historical and cultural materials: American Indian, African American, Asian Pacific, and Chicano. County community libraries offer literacy programs, homework centers, storytimes, special programs for children and adults, summer reading activities, and public access to the Internet.

THE POSITION

The incumbent assists in managing library technical services and works under the general direction of the Library Administrator, Technical Services.

ESSENTIAL JOB FUNCTIONS

- Assists in coordinating the integration of Technical Services operations; assists in maintaining effective working relationships with major components of the Department including collection development, fiscal services, and community libraries.
- Assists in planning, assigning, directing and evaluating the work of the Materials Management, Cataloging, and Processing Sections.

- Assists in managing library materials budget fund by tracking expenditures for community libraries, special collections, donations, and grant projects utilizing the acquisitions module of the integrated library system and relational database software.
- Works in a team environment to meet short and long-term departmental goals; assists in formulating, developing, and implementing policies, procedures and strategic planning in concert with other executives and managers.
- Assists in the administration of contracts for library materials and services including developing bid specifications, contract negotiations, problem solving, enforcing contract terms and conditions, and processing vendor payments.
- Maintains awareness of emerging trends in library technology, cataloging practices, and other aspects of technical services and develops recommendations for changes in practices, procedures, and equipment that will improve operations' efficiency and effectiveness.
- Participates as a member of the planning team in evaluating and implementing a new integrated library system with emphasis on the acquisition and cataloging components.
- Assists in conducting or representing the section at meetings with executive and other division managers, vendors, and other library jurisdictions.
- Participates in professional organizations and attends state and national library conferences.

SELECTION REQUIREMENTS

A Master's degree from an accredited college or university* in Library Science and either one year's experience at the level of Los Angeles County's class of Librarian V** in charge of a very large community library or two years experience at the level of Los Angeles County's class of Librarian IV*** in charge of a large community library or coordinating specialized library programs within a region.

Physical Class: 2 - Light:

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Licenses: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information: *Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or Association of International Credential Evaluators, Inc (AICE).

In order to receive credit for any college course work, or any type of college degree, such as Bachelor, or Master degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application.

**Experience at the level of the County of Los Angeles class of Librarian V is defined as having immediate charge of a very large community library.

***Experience at the level of the County of Los Angeles class of Librarian IV is defined as having immediate charge of a large community library or coordinating a regional specialized library service.

DESIRABLE QUALIFICATIONS

- Extensive experience as a professional librarian managing technical services preferably with a major public library, a multi-branch public library, or a consortium with a materials budget in excess of \$400,000.
- Ability to accomplish objectives through others by setting goals, delegating responsibility, monitoring progress, rewarding success, and holding subordinates responsible for completion.
- Knowledge of contract management, including the development of bid specifications for library materials contracts.
- Maintains an awareness of emerging trends in library technology, cataloging practices, and participates in professional development opportunities.
- Excellent computer skills with emphasis on the use of an integrated library system's acquisitions and cataloging modules and utilization of spreadsheets for budget tracking.
- Strong writing, communication, interpersonal and presentation skills.

ANNUAL SALARY & BENEFITS

ANNUAL SALARY: \$72,353.52 - \$109,512.96
\$74,524.20 - \$112,798.32 Effective 1/1/09(MAPP SCHEDULE 8)

This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). Placement within the range will be commensurate with candidate's qualifications and current salary. The department head has appointment authority up to the midpoint of the range.

BENEFITS – The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

- Retirement Plan** – The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees DO NOT pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%.
- MegaFlex Benefit Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex Benefit Plan include medical, dental, disability, life and AD&D insurances. (Not applicable to County employees who are currently in Flex.)
- Non-Elective Days** – 10 paid days per year with the option to buy an additional 1 to 20 elective annual leave days.

- Annual leave days can be used for vacation, sick or personal leave.
- Health and Dependent Care Spending Accounts** are also available.
- Savings Plan (401k)** – Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.
- Deferred Compensation Plan (457)** – Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.
- 11 Paid Holidays per year.**

SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted on the County Employment Application and supplemental documents provided at the time of filing to determine the level and scope of the candidate's preparation for this position. The candidates with the highest qualifications as determined by the screening process will be invited to the interview weighted 100%. The interview will assess education, experience, personal fitness and general knowledge and abilities to perform the duties of the position. Candidates must achieve a passing score of 70% or higher in the interview in order to be placed on the eligible register.

ELIGIBILITY INFORMATION

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation. No person may compete for this examination more than once every 12 months.

COUNTY OF LOS ANGELES CHILD SUPPORT COMPLIANCE PROGRAM

In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires, which may assist in locating persons who owe these obligations. Family Code Section 17512 permits, under certain circumstances, for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability.

DISABILITY ACCOMMODATIONS

Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call: (213) 974-1421 (ADA Coordinator – Voice) (213) 973-1421; (TTY) (213) 974-1707.

RECORD OF CONVICTIONS

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency