



**COUNTY OF LOS ANGELES**  
invites applications for the position of:

## **LIBRARIAN III - Black Resource Center (BRC)**

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**SALARY:** \$5,842.10 - \$7,873.10 Monthly  
\$70,105.20 - \$94,477.20 Annually

**DEPARTMENT:** PUBLIC LIBRARY

**OPENING DATE:** 08/04/22

**POSITION/PROGRAM INFORMATION:**

LA COUNTY LIBRARY



**EXAM NUMBER**  
Q83360

**FIRST DAY OF FILING**

August 8, 2022 AT 8:00 AM (PT) - Until the needs of the service are met and is subject to closure without prior notice.

**TYPE OF RECRUITMENT**

OPEN COMPETITIVE JOB OPPORTUNITY

**NO OUT-OF-CLASS EXPERIENCE WILL BE ACCEPTED.**

**DEFINITION:**

Has immediate charge of a Group III level community library or performs more difficult and specialized library work.

**CLASSIFICATION STANDARDS:**

Positions allocable to this class work under the general supervision of higher-level librarians, Assistant Library Administrator or Library Administrator, and either: 1) have immediate charge of a Group III level community library including the supervision of lower level professional and/or paraprofessional and clerical staff; 2) direct the operation of a library resource center with specialized ethnic and cultural materials; 3) perform the more difficult and specialized library work on system-wide children's programs; 4) serve as the second-in-charge at the West Hollywood Library, including managing specialized youth and adult library programs and services, and supervising lower-level professional and paraprofessional staff. Incumbents in this class exercise independent judgment in performing assignments, exercise knowledge of the theories, principles, and techniques of librarianship; and demonstrate awareness of local community trends and issues impacting the library. In addition, incumbents must possess

specialized professional expertise in their particular area of assignment; be able to make presentations and provide individual and group instruction; and use current technology to perform librarian duties. Supervisory positions must also exercise knowledge of the principles of supervision, terms and conditions of applicable Memoranda of Understanding, and departmental policies, rules, library locations, and services. As essential functions of the position, incumbents may be required to bend, stoop, squat, twist, reach, work on irregular surfaces, lift objects of moderate weight, and stand or walk for long periods of time.

Libraries are categorized into Group I, II, III or IV, according to a Library Grouping System (LGS). The LGS is based on statistical information for each library using the following major operational factors: Circulation, Information/Reference, Full-time staffing, Gate Count and square footage.

## **ESSENTIAL JOB FUNCTIONS:**

Directs a library resource center with a specialized collection comprised of ethnic, cultural, economic, or public service print and non-print library materials.

Plans and provides specialized reference services pertaining to the center's collection for customers throughout the library.

Performs outreach to the community served by the special collection and plans events to highlight the collection and meet the needs of the community.

Interprets and implements library policy and procedures to staff and to customers.

Analyzes customer needs in order to provide responsive library services.

Serves as a liaison with local officials, groups, and agencies; coordinates the activities of volunteer groups; and maintains a safe, clean, and orderly facility.

Conducts individual and may conduct group instruction in the proper use of Library technology and resources.

Research and identify grant programs, write funding applications and assist in coordinating activities of a grant program.

Maintains records and prepares reports or grant proposals, as directed.

Serves on committees to develop programs, policies, procedures, and training.

Acts in charge of one or more community libraries, as needed.

## **REQUIREMENTS:**

### **MINIMUM REQUIREMENTS:**

**Option I:** A Master of Library Science degree from an accredited college or university\* AND one (1) year of experience at the level of Los Angeles County's class of Librarian II\*\* in charge of a Group IV\*\*\* level or equivalent size community library or performing specialized professional\*\*\*\* library work.

**Option II:** A Master of Library Science degree from an accredited college or university\* AND two (2) years of experience at the level of Los Angeles County's class of Librarian I\*\*\*\*\* performing professional library work\*\*\*\*\*.

### **DESIREABLE QUALIFICATIONS:**

- Experience working with African American communities.

- Experience and knowledge of current African American community trends.
- Experience with the development of Library resources, materials and exhibits, as it relates to African American communities.

**LICENSE(S) REQUIRED:** 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.

**PHYSICAL CLASS III - Moderate:** This class requires that the incumbent stand or walk most of the time with bending, stooping, squatting, twisting, reaching, working on irregular surfaces, occasional lifting of objects weighing over 25 pounds, and frequent lifting of 10-25 pounds.

**SPECIAL REQUIREMENT INFORMATION:**

\*In order to receive credit for a Master's degree from an accredited college or university in Library Science, you must attach a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing. If you are unable to attach the required document, you must email to [mandrade@library.lacounty.gov](mailto:mandrade@library.lacounty.gov) within fifteen (15) calendar days from application submission. Please reference your name, the exam title and exam number.

\*\*For a full description of LA County's Librarian II classification, refer to class specification [8335](#).

\*\*\*A Group IV level community library is defined as having a ranking total of 401 to 700 and ranked 60 or above in at least 3 of the major operational factors according to the Library Grouping System.

\*\*\*\*Specialized professional library work is defined as handling the more difficult and specialized assignments such as leading Children's, Adult, and Youth Services, internet, specialized collection, or technical services functions; give presentations, provide individual and group instruction, and use current technology to perform librarian duties and perform the full range of supervisory duties over paraprofessional and/or clerical staff as assigned.

\*\*\*\*\*For a full description of LA County's Librarian I classification, refer to class specification [8334](#).

\*\*\*\*\*Professional Library Work is defined as having library duties of increasing difficulty and have an understanding of established policies, methods, procedures, and standards to resolve problems in the following areas: 1) Adult, Children's, and Youth Services, government services, periodicals, internet or technical services; 2) classifying and cataloging all library materials; 3) providing department-wide program support for areas such as Adult Services and Youth Services. Incumbents in this class may function in a limited supervisory capacity over paraprofessional and/or clerical staff.

**ADDITIONAL INFORMATION:**

**EXAMINATION CONTENT:**

This examination will consist of two parts:

**Part 1:** An Evaluation of Training and Experience weighted 25%. Each candidate's background will be evaluated on the basis of information provided on the County of Los Angeles Employment Application and Supplemental Questionnaire that pertain to the areas of Minimum Requirements and Desirable Qualifications to determine the level and scope of the candidate's preparation for this position.

**Part 2:** An interview weighted 75% which will assess knowledge and understanding of the position, supervision, interpersonal relationships, problem solving, and oral communication skills to perform the duties of the position.

**Extra credit will be awarded to qualified candidates with the desired qualifications.**

**Candidates must achieve a passing score of 70% or higher on each weighted part of the examination to be added on the eligible register.**

**ELIGIBILITY INFORMATION:**

Applications will be processed on an as-received basis. The names of candidates receiving a passing grade on the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

**SPECIAL INFORMATION**

**Fair Chance Initiative for Hiring Ordinance (FCIHO):**

The County of Los Angeles is a Fair Chance employer. Except for a very limited number of positions, you will not be asked to provide information about a conviction history unless you receive a contingent offer of employment. The County will make an individualized assessment of whether your conviction history has a direct or adverse relationship with the specific duties of the job, and consider potential mitigating factors, including, but not limited to, evidence and extent of rehabilitation, recency of the offense(s), and age at the time of the offense(s). If asked to provide information about a conviction history, any convictions or court records which are exempted by a valid court order do not have to be disclosed.

**COVID-19 Vaccination:**

All County workforce members must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.

**Available Shift:** Appointees will be required to work any shift, including evenings, nights and weekends.

**Vacancy Information:** The resulting eligible list will be used to fill a vacancy at the AC Bilbrew Library, Black Resource Center, 150 E. El Segundo Blvd., Los Angeles, CA 90061.

**Application and Filing Information:**

Applications must be filed online only. Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

Apply online by clicking the green "Apply" button at the top right of this posting. You can also track the status of your application using this website. Applications must be received before 5:00 p.m. on the last filing date.

Plan to submit your online application well in advance of the deadline as you may be required to verify your email address. This only needs to be done once per email address, and if you already have a job seeker account on [www.governmentjobs.com/careers/lacounty](http://www.governmentjobs.com/careers/lacounty), you can verify at any time by logging in and following the prompts. This is to enhance the security of your online application and to ensure you do not enter an incorrect email address.

Please add "mandrade@library.lacounty.gov," as well as noreply@governmentjobs.com, and info@governmentjobs.com to your email address and list of approved senders to prevent email notifications from being filtered as spam/junk/clutter mail. It is your responsibility to take the above steps to view correspondence. Los Angeles County will not consider claims of not viewing or receiving notification to be a valid reason for late test administration or rescheduling of a test component.

**Social Security Number:**

Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.

**No Sharing of User ID and Password:**

All applicants must file their application online using their OWN user ID and password. Using a

family member or friend's user ID and password may erase a candidate's original application record.

**Computer & Internet Access at Public Libraries:**

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County. Refer to their website for updated information at <https://lacountylibrary.org/library-locator>.

**Department Contact Name: Maria Andrade**

**Department Contact Phone: 562-354-3951**

**Department Contact Email: [mandrade@library.lacounty.gov](mailto:mandrade@library.lacounty.gov)**

**California Relay Services Phone: (800) 735-2922**

**ADA Coordinator Phone: (562) 940-8434**

**ADA Coordinator Email: [Jlnjijian@library.lacounty.gov](mailto:Jlnjijian@library.lacounty.gov)**

**Teletype Phone: (562) 940-8477**

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**COUNTY OF LOS ANGELES  
Employment Information**

Any language contained in the job posting supersedes any language contained below

**Your Responsibilities:**

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. List each payroll title separately for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a Los Angeles County employee and have held multiple positions, do NOT list all of your time with the County under your present payroll title.
- c. Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive credit, include required documents (e.g., copy of your diploma, transcript, certificate, or license) as directed on the job posting. International degrees in a foreign language must be translated to English and evaluated for equivalency to U.S. standards. Refer to the job posting for specific deadlines for supporting documentation.

2. Requirements on Job Posting.

- a. Your application will only be accepted if it clearly shows you meet the requirements. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at

**Disclaimer:** The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way

## COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Experience is evaluated on the basis of a verifiable 40- hour week, unless specified otherwise. Prorated part-time experience may be acceptable.

### 3. Application Deadline:

All job applications must be completed and submitted by the last day of the filing period and closing time as indicated on the job posting unless other instructions are provided. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

### 4. Change of Name or Address:

To change personal information such as your name or address, log into your profile on [www.governmentjobs.com](http://www.governmentjobs.com) and make the necessary change. This can be done at any time.

### 5. Equal Employment Opportunity/Non-Discrimination Policy:

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

b. If you are an individual requesting reasonable accommodation(s) in the examination process, please contact the testing accommodation coordinator listed on the job posting. The provision of accommodation may be subject to verification as allowable with State and Federal law. All accommodation-related information will remain confidential.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final

connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translating, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Test Preparation:** Study Guides and other resources are available to help candidates prepare for employment tests. An interactive system for taking practice tests may be accessed on the Department of Human Resources website at <https://hr.lacounty.gov>. Additional resources may be listed on the job posting.

**Background Check:** The County of Los Angeles is a Fair Chance employer. Except for a very limited number of positions, you will not be asked to provide information about a conviction history unless you receive a contingent offer of employment. The County will make an individualized assessment of whether your conviction history has a direct or adverse relationship with the specific duties of the job, and consider potential mitigating factors, including, but not limited to, evidence and extent of rehabilitation, recency of the offense(s), and age at the time of the offense(s). ***If asked to provide information about a conviction history, any convictions or court records which are exempted by a valid court order do***

## COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: 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- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

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. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit. More information available at: <https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/>

***not have to be disclosed.***

**Career Planning:** Resources to help current and prospective employees plan a career with Los Angeles County are available. To explore career paths to and from nearly all job titles, please visit our interactive Career PathFinder application at <http://career-pathfinder.hr.lacounty.gov>.

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

**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 or any other characteristic protected by State or Federal



## COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below law. All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act. The County will comply with all of its obligations under State and Federal laws regarding the provision of reasonable accommodations to applicants.

**Accreditation 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 the Association of International Credential Evaluators, Inc. (AICE). More information available at: [http://file.lacounty.gov/SDSInter/dhr/070812\\_PPG123.pdf](http://file.lacounty.gov/SDSInter/dhr/070812_PPG123.pdf) and [http://file.lacounty.gov/SDSInter/dhr/205105\\_PPG\\_123\\_AC\\_E\\_Resource\\_Guide.pdf](http://file.lacounty.gov/SDSInter/dhr/205105_PPG_123_AC_E_Resource_Guide.pdf)

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with courtordered 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.

**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

**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.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

**COVID-19 VACCINATION:** All County workforce members must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.



**COUNTY OF LOS ANGELES  
Employment Information**

Any language contained in the job posting supersedes any language contained below a statement (Form SSA1945) 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 <http://www.socialsecurity.gov>, or call toll free 1-800-772- 1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Updated November 2021

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://hr.lacounty.gov>

Position #Q83360  
LIBRARIAN III - BLACK RESOURCE CENTER (BRC)  
MA

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Los Angeles, CA 90010

[connect@neogov.net](mailto:connect@neogov.net)

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**LIBRARIAN III - Black Resource Center (BRC) Supplemental Questionnaire**

- \* 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the examination process. CHECK YOUR ANSWERS CAREFULLY. Any mistakes you make and/or any incomplete responses you provide in completing these questions will be used to disqualify your application, even if you possess the qualifying experience or education. Be specific as possible and include all information requested. Comments such as "see resume or application" will not be considered as a response. Supplemental information/answers must be supported by your application work history; inconsistent information will not be accepted. All information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal.

Many important notifications including invitation letters, result letters, and non-acceptance letters will be sent electronically to the e-mail address provided on the application. It is important that you provide a valid e-mail address. Please add "mandrade@library.lacounty.gov" and "info@governmentjobs.com" to your e-mail address and list of approved senders to prevent email notifications from being filtered as spam/junk/clutter mail.

Applicants have the ability to opt out of e-mails from LA County. If you unsubscribe, you will not receive any e-mail notifications for any examinations for which you apply with Los Angeles County. Regardless of whether you choose to unsubscribe, you can always check for notifications by logging into governmentjobs.com and viewing your profile inbox, which saves a copy of all e-mailed notices.

It is your responsibility to take the above steps to view correspondence. Los Angeles

County will not consider claims of not viewing or receiving notification to be a valid reason for late test administration or re- scheduling of a test component.

I understand the above information and instructions

\* 2. Please choose which best describes your education and experience:

Option I: A Master of Library Science degree from an accredited college or university - AND one (1) year of experience at the level of Los Angeles County's class of Librarian II in charge of a Group IV level or equivalent size community library or performing specialized professional library work.

Option II: A Master of Library Science degree from an accredited college or university - AND two (2) years of experience at the level of Los Angeles County's class of Librarian I performing professional library work.

None of the above.

\* 3. Describe in detail your work experience with African American communities. You must include all of the following requested information.

a) Name of Organization

b) Position/Title

c) Supervisor Name and Contact Number

d) Date(s) of employment related to the experience. Please use this format: From: (mm/dd/yr) To: (mm/dd/yr)

If you do not have the experience, please indicate N/A.

\* 4. Describe in detail your work experience and knowledge of current African American community trends. You must include all of the following requested information.

a) Name of Organization

b) Position/Title

c) Supervisor Name and Contact Number

d) Date(s) of employment related to the experience. Please use this format: From: (mm/dd/yr) To: (mm/dd/yr)

e) Describe which function(s) you performed and in what capacity.

If you do not have the work experience and knowledge, please indicate N/A.

\* 5. Describe in detail your work experience in the development of Library resources, materials, and exhibits, as it relates to African American communities. Please include all of the following requested information.

a) Name of Organization

b) Position/Title

c) Supervisor Name and Contact Number

d) Date(s) of employment related to the experience. Please use this format: From: (mm/dd/yr) To: (mm/dd/yr)

If you do not have the experience, please indicate N/A.

\* Required Question