



Librarian

Supervisor: Library Director

Our Mission

The mission of the San Juan Ridge Community Library is to provide an inspirational and educational hub while giving the residents, including students, of the San Juan Ridge excellent library services including book exchange, DVD rentals, and internet access in a central location.

Duties and Responsibilities

Administration and Management

- Acts as a resource person for daily operations and for Library Director in their absence.
- Performs daily open, closing, and desk tasks.
- Provides reference and readers/audiovisual/technology advisory service to the public.
- Gathers statistics for the monthly board meetings and reports as needed.
- Participates in long-term planning processes for the library, including recommending changes or improvements and developing new types of services and operations.
- Assist with fundraising and grant writing.
- Maintain bulletin boards and children's room decorations.
- Notify the Library Director of any building issues.
- Searches for professional development opportunities for all library staff and communicates opportunities with the Library Director.
- Other projects as needed.

Computer Administration

- Develops content for the website.
- Communicates with the Director and board when library hardware and software and other related items need to be purchased, upgraded, or installed.

Collection Development and Training

- Selects and maintains collection including, DVDs, audiobooks, and books. Sorts through donated materials and sells or donates rejects.
- Suggests purchases to Director.
- Mend damaged materials if possible.
- Enter and delete items and users from circulation software as needed. Trains staff and volunteers on this process.
- Label and wrap items as needed.

Qualifications and Requirements

- Five years responsible professional library experience. MLS from an ALA accredited graduate school is desirable.
- A strong background in computers/technology and non-print material formats.
- Patience, tact, and excellent communication skills.
- Enjoys learning as well as teaching.
- Ability to train and supervise library staff.
- Strong organizational talents.
- Demonstrates creativity, flexibility, and a positive attitude.
- Poise in a busy setting serving patrons and staff with high expectations.
- Excellent reference skills and ability to relate to patrons of all ages.
- Ability to exhibit good judgement and establish effective working relationships with staff, colleagues within the library system, local government personnel.
- Ability to plan and coordinate the work of others.
- Ability to exercise leadership and motivate others.
- Warm, outgoing personality.

History of the San Juan Ridge Community Library

The community library began when the Nevada County Public Library began setting up satellite branches in 2002.

A governing committee was formed that considered many locations on the San Juan Ridge, an area recognized as under served. These areas included downtown North San Juan and both school sites, Grizzly Hill and Oak Tree. Due to administrative changes at both the county library and the school district levels the project was put on hold and never realized. In 2003, the school librarian, Roo Cantada approached Twin Ridges Elementary School District Board with the proposal of opening up and expanding Grizzly Hill's already extensive K-8 library one day per week after school and during the

summer. This program “Grizzly Hill School Community Library” was run every Tuesday by Cantada and some dedicated volunteers for over 8 years. It served many patrons including the families of Grizzly Hill, Twin Ridges Home Study and Ananda Schools. The entire community library was a collective donation of the residents of the ridge and reflects the wide range of tastes and interests. Over time it grew to over 3,000 books!

Cantada threw annual fundraisers to purchase books that fit both the community library and K-8 base of Grizzly Hill to help sustain the program. In 2011, the Twin Ridges School Board voted to close the program and instructed Cantada to remove the collection not relevant to Grizzly Hill School K-8 population. In early 2012, Cantada approached the Oak Tree Park and Recreation District and procured a space to house the San Juan Ridge Community Library. Cantada recruited several community members to form a new non-profit organization under the same name.

Once the building was secure, the board was signed up, the real work began. Cantada recruited community members to build shelves and we began to grow.

Since its creation, we have blossomed into a meeting place for the entire community. Located in the old Twin Ridges District office, we are fortunate enough to be surrounded by beautiful Oak Tree Park. We have grown the collection to over 11,000 titles, including audio books, documentaries, large print, local history and more. Our internet has been upgraded to Fiber Optic cable provided by Nevada County Library and we have 3 public computers and a wireless color/BW printer. We are now recipients of Measure A funds that have allowed us to (after 4 years of fundraising and working for free) pay employees, develop collections and create programs.