

**EXTENSION OF REQUEST FOR APPLICATIONS - DEADLINE EXTENDED TO MARCH 12, 2020 BY 4:00 PM**

City of Sebastopol

Notice to the Community to fill Vacancy on the Sonoma County Library Commission - City Representative – To Fill Vacant Term that Expires July 31, 2022

The City of Sebastopol invites interested citizens to volunteer and apply for one vacant opening on the Sonoma County Library Commission as the City of Sebastopol City Representative.

Sonoma County Library Commissioner Job Description

Summary: Provides governance for the Sonoma County Library; establishes policy; sets goals and objectives; hires and evaluates the director; establishes and monitors the annual budget; signs necessary contracts; exercises such other powers, consistent with the law to foster the effective use and management of the library.

Applicants need not be a resident of the City but may be appointed from the City, Sebastopol Greater Area or any other location within Sonoma County.

Qualifications:

- Is interested in the library and its services
- Has the ability and time to participate effectively in Commission activities and decision making
- Is able to represent varied needs and interests of the community and of the library
- Has strong interpersonal and communication skills
- Has the ability to work with governing bodies, agencies, elected officials, library staff and members of the public
- Has the ability to handle opposition and make decisions in the interest of library service

Time Commitment:

- The Commission meets monthly at a time convenient for members. (Currently, meetings are held the first Monday of each month at 6:30pm). Meetings can last up to four hours, and considerable preparation time is needed prior to each meeting.
- It has been common practice for the Commission to devote two all-day workshop meetings to budget planning.
- Commissioners may serve on one or more subcommittees or ad hoc task forces in addition to their regular duties.
- Commissioners are expected to attend Library Advisory Board (LAB) meetings of the region/district they represent and be communication with such LAB chairs and Branch Managers.
- Under terms of the Joint Powers Agreement, trustees shall hold their office for four years from the date of appointment and until their successors are appointed.
- Special meetings or committee meetings may be called as necessary at times that are convenient to members and that comply with the open public meeting law.

Applications and further information are available at the City of Sebastopol City Manager's Office, City Hall, 7120 Bodega Avenue, Sebastopol, CA 95472; email: [mgourley@cityofsebastopol.org](mailto:mgourley@cityofsebastopol.org) or phone 707-823-1153 for an application.

All applications with original signatures must be submitted to the City Manager's Office no later than **March 12, 2020 by 4:00 pm**. Interviews before the City Council will be scheduled for a later date.