

## Librarian (Foothills)

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**SALARY:** \$19.78 - \$24.70/hr.

**OPENING DATE:** 03/26/18

**CLOSING DATE:** Continuous

### **NATURE OF WORK**

Under general supervision, performs professional library work of moderate difficulty in the Information Services Division; performs related work as required or assigned.

### **EXAMPLE OF WORK:**

*(Illustrative Only)* Performs duties at the information services' desk including answering patron reference inquiries, teaching use of resources, and handling referrals; may plan, assist with, and/or teach computer classes; assists with library collection development; compiles reports, bibliographies, and search guides; may supervise staff as assigned; Participates in promoting public library services to the local community; makes presentations at library district meetings, workshops, and community events; assists in preparation and monitoring of grants; may be responsible for the management of the periodicals, song index, resources, library public programs, maps, etc. regular and reliable attendance is required.

### **EXPERIENCE AND EDUCATION:**

Master's degree in library science from an ALA accredited college or university preferred; or a Masters degree in a closely related field; OR a baccalaureate degree with experience in a library environment; OR any combination of education, training, and experience which demonstrates the ability to perform the duties of the position. **SPECIAL REQUIREMENTS:** Possession of an Arizona driver's license if position duties require; successful completion of a background check may be required.

***This position is advertised from the minimum to the mid-point hourly rate. Salary will be determined based on education and experience at the time of offer.***

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of: Considerable knowledge of books, authors, and electronic information sources; the principles and practices of modern librarianship; reader interest levels; information services as practiced in public libraries.

Skill in computer operations and automated systems; providing effective customer-oriented service.

Ability to: Utilize current reference tools in information services; establish and maintain effective working relationships with employees, other agencies, and the public; conduct research using computerized databases, including Internet; communicate effectively verbally and in writing; supervise the work of staff.

### **EOE/AA/ADAAA/M/F/V/D DRUG FREE WORKPLACE**

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://yumacountyaz.gov>

<http://www.yumacountyaz.gov/government/human-resources/employment>

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