



**YUMA COUNTY**  
invites applications for the position of:

## **Librarian (San Luis Branch)**

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**SALARY:** \$19.78 - \$24.70 Hourly

**OPENING DATE:** 05/18/18

**CLOSING DATE:** 06/01/18 11:59 PM

### **JOB SUMMARY:**

#### **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.

#### **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:** Bilingual preferred (English/Spanish); possession of an Arizona driver's license if position duties require; requires successful completion of a background check.

***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: 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>

Position #215AJ  
LIBRARIAN (SAN LUIS BRANCH)  
AJ

198 S. Main St  
Yuma, AZ 85364  
928-373-1013

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**Librarian (San Luis Branch) Supplemental Questionnaire**

- \* 1. Please describe your experience in planning, supervising, training and evaluating subordinate staff. Include information regarding the number and classifications of staff supervised, and the level and scope of your authority and responsibility.
  
- \* 2. Please describe your view of public library reference service.
  
- \* 3. Please describe your experience in developing and implementing library programs in the following areas. Include information regarding your role and scope of responsibility:
  - Adult Services - Community Outreach
  
- \* Required Question