

Branch Librarian-San Luis

SALARY: \$23.87 - \$30.01 Hourly

OPENING DATE: 12/30/22

CLOSING DATE: Continuous

JOB SUMMARY:

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.

NATURE OF WORK

Under general supervision performs professional library work of moderate difficulty in a Branch Library; performs related work as required or assigned; this position has department specific responsibility. hours may vary (Tuesday – Saturday) depending on the needs of the Library District.

EXAMPLE OF WORK:

(Illustrative Only) Assists with the supervision, training, and coordination of the activities of the Branch Library; provides training, instruction, and orientation to new employees, staff, and volunteers; may participate in interviewing and selecting new employees and volunteers; may determine work schedules; provides customer service and reference service as needed, responds to inquiries from the public that come into the Branch Library, as well assists patrons with email accounts and various applications; prepares report statistics on Google Docs on a monthly basis; responsible for handling cash and processing the transactions as scheduled; develops and manages adult public library programs and services; may assist with programming for other ages; provides computer instruction; performs duties at the Information Services' desk; may be required to participate in meetings and activities with outside agencies and organization; responsible for collection assessment; may be responsible for monitoring Branch kits, devices, and technology; prepares and provides reports to the Branch Manager on a monthly basis; instructs patrons on use of electronic resources; may print and distribute calendars to outside agencies; troubleshoots electronic devices; may assist with the scanning and filing of library cards applications; may be required to create Branch Social Media events or Branch publications; compiles reports, bibliographies, and search guides; serves as acting supervisor in the absence of the Branch Manager; regular and reliable attendance is required; performs other duties as assigned.

EXPERIENCE AND EDUCATION:

Master's degree in library science from an ALA accredited college or university preferred; or a Master's degree in a closely related field; AND two (2) years of experience in a library environment OR a baccalaureate degree and four (4) of experience in a library environment; AND one (1) year of supervisory experience; OR any combination of education, training, and experience which demonstrates the ability to perform the duties of the position; special requirements: successful completion of a

background check may be required; some positions may require a valid driver's license. Special Requirements: Bilingual (English/Spanish) preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: books, authors, and electronic information sources; the principles and practices of modern librarianship; reader interest levels; youth psychology relating to public library services; library information tools including print resources and computer databases; authors, materials, and selection tools; the principles and practices of business.

Skill in: Computer operations and automated systems; providing effective customer-oriented service; teaching the use of business resources; providing instruction in the use of computer and print information resources; utilizing current reference tools in information services; establishing and maintaining effective working relationships with employees, other agencies, and the public; conducting research using computerized databases, including Internet; communicating effectively verbally and in writing; supervising the work of staff.

Ability to: Communicate effectively verbally and in writing; use modern office equipment and computers; assigning and leading the work of others; communicate effectively verbally and written; planning and organizing work; stand or sit for long periods of time (up to 6 – 7 hours); lift up to 40 lbs; perform the essential functions of the job specifications with or without a reasonable accommodation.

Work Environment: The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, and/or kneeling; and significant fine finger dexterity; generally, the job requires 60% sitting, 20% walking and 20% standing; working at a computer monitor for extended periods required; the job is performed under minimal temperature variations and under extreme likelihood of verbal abuse from hostile and frustrated customers.

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

APPLICATIONS MAY BE FILED ONLINE AT:

<http://yumacountyaz.gov>

198 S. Main St

Yuma, AZ 85364

928-373-1013