



**CITY OF PRESCOTT
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
LIBRARY SPECIALIST
YOUTH SERVICES**

**Pay Grade: 51 Pay Range: \$15.41 to \$21.57 per hour plus benefits
New employees usually start at beginning level of pay range.
Candidate of choice must pass pre-employment drug test and background check.**

SPECIAL REQUIREMENT: As this position works with children, a fingerprint background check is required. Must be able to work weekends and some evenings.

TRAINING AND EXPERIENCE: High school diploma or equivalent and three years of library experience or two years of college and two years of library experience. Experience with children and bibliographic familiarity with children's literature may be substituted for library experience. Computer skills are required.

JOB RELATED AND ESSENTIAL DUTIES INCLUDE BUT ARE NOT LIMITED TO: Under direction of the Youth Services Librarian, this position performs specialized clerical and paraprofessional duties in the Library's Youth Services Department. The ideal candidate should be outstanding at customer service such as helping young patrons (babies to teens) to locate materials and use computers (including the internet). Familiarity with children's and young adult materials is desired for providing reference and reader's advisory services. Help to monitor the KidSpace and TeenZone areas; plan and run story times and events; help with annual summer reading program; reshelve books and other materials; keep the KidSpace and TeenZone areas neat; create bulletin boards and displays; work closely with other staff in support of library operations; perform other duties as needed.

JOB RELATED AND ESSENTIAL QUALIFICATIONS: Knowledge of: Bibliographic and professional library tools; reference and searching procedures; some familiarity with children's literature; Internet and computer hardware/software. **Ability to:** understand and carry out oral and written instructions; establish and maintain effective working relationships with coworkers and library patrons; work effectively with children and parents and contribute to overall effectiveness of the library; provide effective customer service in a professional manner; abide by established library procedures; operate audio visual equipment; operate and learn computer systems.

Physical and Visual ability: sufficient to effectively and safely perform required duties.

Hearing and Speaking ability: sufficient to clearly and concisely communicate in person and over the telephone. Freedom from mental disorders which would interfere with performance of duties as described.

Deadline: Applications must be received by 5:00 p.m. March 23, 2009

Position Start Date: May 18, 2009

Send application/resume to:

City of Prescott, Human Resources, 201 S Cortez Street, Prescott AZ 86303
(928) 777-1347 (928) 777-1315 (800) 748-6205 TDD (928) 777-1100 Fax (928) 777-1213

Email: personnel@cityofprescott.net **Visit our website at:** www.cityofprescott.net

EEO/M/F/V/H/D/NSE

Posted: February 25, 2009

Para oportunidades de empleo con la Ciudad de Prescott, favor de llamar 928-777-1279