



CITY OF PRESCOTT
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

SYSTEMS LIBRARIAN

Pay Grade: 59 Pay Range: \$18.04 to \$25.26 per hour plus benefits
New employees usually start at beginning level of pay range.
FLSA Status: Exempt (not eligible for over time)

Qualifications: Masters of Library Science Degree from an ALA accredited library school, or experience equivalent to three (3) years full time training library personnel and/or ILS technical support.

Tasks: Assist the System Administrator with customer support for members of the Yavapai Library Network, including all areas of Dynix and Horizon integrated library systems, with an emphasis on acquisitions, cataloging and serials. The Yavapai Library Network is a consortium of 37 autonomous multi-type libraries with more libraries being added annually. YLN has been in operation for 20 years and continues to be an innovator in the library field. YLN will be beginning a migration to the Horizon Integrated Library System in December.

The Systems Librarian will create a training program for the Horizon Integrated Library System and other library automation services, as well as maintain an ongoing program to train new members and refresh existing members' knowledge. In addition, the Systems Librarian will deal with vendors and customers when appropriate to resolve problems and help develop and implement new services for Network members. Applicant must be willing to work evenings and weekends on an on-call basis.

Knowledge, Skills, and Other Characteristics:

- Knowledge of library services, systems and procedures.
- Demonstrated ability to troubleshoot computer hardware and software. Knowledge of SQL, PHP, HTML, XML and PERL a plus.
- Knowledge of sources and materials in both print and non-print formats, bibliographic databases, verification tools, and searching methods and procedures.
- Experience helping library staff negotiate electronic resources.
- Ability to work in partnership with other libraries and provide effective customer service in a professional manner.
- Ability to establish and maintain working relationships with other employees.
- Strong service orientation and excellent verbal and written communication skills.
- Ability to introduce library systems and services to network users through public speaking, classes and brochures/manuals.

Physical and Visual Ability: sufficient to effectively and safely perform required duties and to safely operate required equipment and city vehicle as needed.

Hearing and Speaking Ability: sufficient to clearly, concisely and effectively communicate in person and over the telephone.

Applicant must be free from mental disorders that would interfere with performance of duties as described.

Applications must be received by 5:00 P.M. December 9, 2005

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
(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 **Job Hotline:** (928) 777-1280

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

Posted: October 27, 2005

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MAJOR BENEFITS FOR A FULL-TIME REGULAR EMPLOYEES: Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Paid employee health and life insurance; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.