



CITY OF PRESCOTT
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
SYSTEMS LIBRARIAN

Pay Grade: 61 Pay Range: \$41,017 to \$57,428 annually plus benefits
New employees usually start at beginning level of pay range.
FLSA Status: Exempt – not eligible for overtime.

Candidate of choice must pass pre-employment drug test and criminal background check.

Prescott Public Library invites applications from service-oriented individuals for the position of Systems Librarian.

Required Qualifications: Bachelor's degree and two (2) years experience in any area of information technology or equivalent combination of experience and education; demonstrated experience with customer service; excellent interpersonal, written and oral communication skills; and creative problem solving.

Preferred Qualifications: Master's degree with experience in information technology use in libraries; experience providing technical support in a consortial library environment; experience with ILS administration.

Tasks: The Systems Librarian will help support the staff of the Prescott Public Library (PPL) and the members of the Yavapai Library Network (YLN), a 42-member library consortium established in 1985. The Systems Librarian will have the following areas of responsibility: technical support for the Symphony ILS, training of PPL and YLN staff, networking troubleshooting, and PC hardware and software management (including staging, troubleshooting, and repair) for PPL. The Systems Librarian will work with vendors and customers 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. The Systems Librarian is part of PPL's Library Network Division staff, and reports to the Library Network Manager.

Knowledge, Skills, and Other Characteristics:

- Knowledge of library services, systems and procedures.
• Demonstrated ability to troubleshoot and repair computer hardware and software.
• Knowledge of sources and materials in both print and non-print formats, bibliographic databases, verification tools, and searching methods and procedures.
• Experience administrating Windows Server 2003, Server 2008, Vista, and/or Windows 7 based systems.
• 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 Yavapai Library Network users through public speaking, classes and brochures/manuals.
• Experience administrating any Linux or Unix distribution a plus.
• Experience in server virtualization a plus.
• Working knowledge of the SirsiDynix Symphony ILS and API a plus.
• Knowledge of SQL, PHP, HTML, XML and Java a plus.

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. Freedom from mental disorders that would interfere with performance of duties as described.

DEADLINE: Applications must be received by 5:00 P.M. February 28, 2011.

Send application/resume to:

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

Email: personnel@prescott-az.gov Visit our website at www.prescott-az.gov

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

Posted: January 20, 2011

Debbie Horton
Parks & Recreation Director

Mary Jacobsen
Human Resources Director

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.