



CITY OF PRESCOTT
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
**LEAD LIBRARIAN
YOUTH SERVICES**

Pay Range 65: \$45,282 to \$63,398 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.

Qualifications: Master’s Degree in Library Science from an ALA accredited library school. One or more years experience in Youth Services preferred. Supervision experience preferred.

General Statement of Duties:

Responsible for Children’s and Teens’ services; development of children’s and teens’ programming that is responsive to the community; collection development for children’s and teens’ areas; schedule and supervise other Youth Services librarians, library assistants, part-time pages and volunteers; provide tours of library and instruction on library use; schedule and plan class visits to the library; plan, publicize, and develop youth calendar. Create and maintain Children’s and Teen pages on the library’s webpage; provide some training in the use of Public Access Catalog; public speaking and presentations; member of the Library Management Team. Perform related duties as required.

Knowledge, Skills, and Other Characteristics:

Knowledge of: Must have thorough knowledge of Children’s literature, bibliographic and professional library tools; reference and searching procedures; and computer competencies.

Ability to: Provide excellent customer service; develop appropriate materials to facilitate patron use of library resources such as automated/electronic resources; troubleshoot and resolve minor PC problems; establish and maintain effective working relationships with co-workers, parents, children, and other library patrons; communicate effectively both orally and in writing.

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.

DEADLINE: Applications must be received by 5:00 P.M. June 13, 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: May 4, 2011

Toni Kaus _____
Library Director

Mary Jacobsen _____
Human Resources Director

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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.