



---

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY  
**ADULT SERVICES LIBRARIAN**  
**Temporary Position**

**16 Hours/Week \$16/Hour (Not eligible for benefits)**

Flexible schedule - Must be available for evening/weekend work.

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

**Qualifications:** Masters of Library Science Degree from an ALA accredited library school preferred. Two to three years' experience in Adult Services and/or reference experience in a public library setting.

**Tasks:** Provides professional front-line library public service work using all types of communication resources, including print, non-print, Internet and electronic resources. Typical duties include helping library users locate information or materials in the library and online; using reference, ready reference and online resources to answer questions and make referrals; supporting patrons in using public computers; and furnishing information on library activities, facilities, and services to other agencies and individuals. Must be willing to work evenings and weekends.

**Knowledge, Skills, and Other Characteristics:**

- Knowledge of library services, systems and procedures.
- Ability to establish relationships with the public and provide effective customer service in a professional manner.
- Ability to use computers, computer networks and online resources.
- Knowledge of sources and materials in both print and electronic formats, and searching methods and procedures.
- Experience helping novice users negotiate e-mail, word processing and electronic resources on public computers.
- Experience assisting users with mobile devices.
- Ability to establish and maintain working relationships with other employees.
- Strong service orientation and excellent verbal and written communication skills.

**Physical and Visual Ability:** Sufficient to effectively and safely perform required duties and to safely operate required equipment and City vehicles 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 which would interfere with performance of duties as described.

**Deadline: Applications must be received by 5:00 p.m., March 25, 2014.**

**Send application/resume to:**

City of Prescott, Human Resources, 201 S Cortez Street, Prescott AZ 86303  
(928) 777-1284 (928) 777-1263 (800) 748-6205 TDD (928) 777-1100 Fax (928) 777-1213

**Email:** [HR@prescott-az.gov](mailto:HR@prescott-az.gov) **Visit our website at:** [www.cityofprescott.net](http://www.cityofprescott.net)

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

Posted: March 11, 2014