

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: FEBRUARY 26, 2014**  
**CLOSING DATE: MARCH 18, 2014**

**DEPARTMENT:** Library District

**POSITION:** Library Assistant Sr.

**LOCATION:** Globe

**JOB CODE:** 14-015

**ANNUAL SALARY:** \$26,998.40 - \$32,884.80 DOE

### Purpose of the Job

The purpose of this position is to provide library paraprofessional support and grant management to the County Library District, the eight affiliate libraries, and four special resource centers to enable access to information, programming, and resources for the constituents of Gila County.

This position maintains the library website, develops the collection and processes materials, collects data, performs some accounting duties, and administers grants. The assistant participates in managing and promoting programs, provides training, and manages the interlibrary loan service.

### SUPERVISORY RESPONSIBILITIES

Assigns work to other employees and supervises related activities.

Provides recommendations on hiring employees; on scheduling work hours of employees; employee training; granting time off; employee coaching; and managing assistants.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Maintains content of library district website and virtual library while monitoring affiliate public library pages for correct content and encouraging updates.	15%
• Develops collection and processes library materials in variety of formats; promotes Wellness Program for county under direction of Wellness Coordinator.	15%
• Collects data from various library resources for district monthly.	10%
• Completes grant applications, manages successful grants, writes necessary reports, attends mandatory grantee meetings, and conducts presentations at grantors meetings.	10%
• Collects data to complete annual Arizona Library Statistical Report for Library District and assists affiliate librarians in completion of their reports.	10%
• Manages registrations for First Things First Early Literacy Program (Imagination Library); conducts annual direct mail parent satisfaction survey.	10%
• Conducts early literacy training of temporary part-time employees and caregivers of children up to five years of age; conducts library system training for affiliate library staff.	10%
• Logs requisitions and invoices; maintains projects in New World system.	10%
• Manages interlibrary loan service, which involves help desk service and training for ILL clerks at each library	10%
• Performs other duties as assigned	10%

### BUDGET RESPONSIBILITIES

Provides research support in the preparation of departmental and project budget.

### PROJECT RESPONSIBILITIES

Provide project research support organizational planning projects; process improvement projects; technology projects; and employee training & development projects.

### ORAL COMMUNICATION DUTIES

This position trains colleagues; explains County procedures; responds to public inquiries

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## **WRITTEN COMMUNICATION DUTIES**

This position creates or edits emails; writes grants; reports, letters, etc.

## **INTERACTIONS WITH THE GENERAL PUBLIC**

Interacts extensively with employees, the public, Board of Supervisors, regulatory bodies, and other institutions over the telephone, by email, and/or in person.

## **INTERACTIONS SPECIFICALLY WITH CUSTOMERS**

Continuously (More than 70% but less than 85% in a year).

## **MINIMUM EDUCATION REQUIRED**

Baccalaureate Degree in library Science or related field, Master's Degree preferred.

## **MINIMUM YEARS OF EXPERIENCE REQUIRED**

Two (2) years Librarian experience.

## **PROFESSIONAL CREDENTIALS REQUIRED**

None.

## **KNOWLEDGE REQUIRED**

Customer and personal service; training; library science; information technology; grant writing and management.

## **SKILLS REQUIRED**

Active learning, creative writing, reading, customer service, presentation (small to medium groups), delivering training, multi-tasking, typing and data entry.

## **ABILITIES REQUIRED**

Express one's self orally, categorize and group data, multi-task, read and write at college level, other, catalog resources for libraries using marc formatting.

## **PHYSICAL DEMANDS**

- Regularly sits to complete report; regularly sits to operate computers; occasionally sits to complete a program; rarely sits to attend to reception areas.
- May be required to lift work related materials, equipment, tools, and/or gears; up to 50 lbs.
- Regularly requires dexterity for keyboard operation.
- Incumbents in this position may be required to occasionally bend; occasionally stoop; and occasionally kneel to complete tasks.

## **WORK ENVIRONMENT**

Incumbents in this position constantly spend time in office environment; in lobby environment; and in library.

## **SAFETY RISK EXPOSURE**

Incumbents in this position are generally not exposed to safety risk.

## **PROTECTIVE GEAR & SAFETY MANUALS**

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. Incumbents in this position may constantly require to wear safety footwear.

## **CONSEQUENCES OF ERROR**

Potential errors can cause inconveniences to other employees, and/or delays in related work areas. Delays of service are possible.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.