GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: JULY 6, 2015
REVISED: AUGUST 10, 2015
CLOSING DATE: AUGUST 31, 2015

DEPARTMENT: **Library District**

POSITION: **Public Services Librarian**

LOCATION: **Globe**

JOB CODE: **15-060**

ANNUAL SALARY: **$34,325.00-$36,899.00 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

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Maintains content of library district website and virtual library while monitoring affiliate public library pages for current 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.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

ORAL COMMUNICATION DUTIES

This position trains colleagues and explains County procedures and processes.

WRITTEN COMMUNICATION DUTIES

This position creates or edits internal memos and emails.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with internal coworkers and other departmental personnel over the telephone, by email, and/or in person. Incidental contact with the public may occur as part of the work location.

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INTERACTIONS SPECIFICALLY WITH CUSTOMERS

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

MINIMUM EDUCATION REQUIRED

Bachelor’s Degree in Library Science or related field; Master’s Degree preferred.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Three (3) 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, catalog resources for libraries using marc formatting.

PHYSICAL DEMANDS

- Regularly sits to complete report, 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, stoop, and kneel to complete tasks.

WORK ENVIRONMENT

Incumbents in this position constantly spends 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 be required to wear safety footwear.

CONSEQUENCES OF ERROR

Potential errors can result in infavorable public perceptions and legal ramifications.

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.