



CITY OF OREM

HUMAN RESOURCES

Office Job Hotline TDD FAX
229-7186 229-7170 229-7186 229-7306

ASSOCIATE LIBRARIAN – Reference/Outreach

OPENING DATE: November 28, 2018

CLOSING DATE: Indefinite

DUTIES: This is a para-professional position in the Library's cultural programming and outreach section. Performs a mix of professional, technical, and supervisory work. Duties include planning, presentation, and event management of cultural programs, including performing arts, lectures, exhibits, and displays. Duties also include marketing and publicity; public relations, professional networking, and audience development; outreach to the community; grant writing, gathering and analyzing statistics, and fundraising support. Technical work will include designing and implementing Summer Reading programs, multimedia marketing and web services for the public. Trains, schedules, and leads a team of Assistant Librarians, flexible Library Assistants and Pages, and volunteers, in a variety of library related work. Assists in establishing section and division goals and objectives. Works under the direction of a Librarian or Library Division Manager. Prepares necessary records and reports. Performs other duties as assigned.

QUALIFICATIONS: Seeking candidates with considerable knowledge of the liberal arts, as well as expertise in cultural arts events management, marketing and publicity, communications and public relations, fundraising, and multimedia technology. Experience in WordPress administration preferred. Requires a Bachelor's Degree in liberal arts from an accredited college or university, or an Associate's Degree in a related field with progressively responsible library experience. Experience may be substituted for education if relevant knowledge, skills, and abilities have been demonstrated. Must be comfortable working with presenters and the public while maintaining a high standard of service in stressful situations. Requires supervisory experience and the ability to supervise the work of library employees and volunteers. Ability to collaborate creatively and communicate effectively. Skills in digital and social media and related technologies as applied to the above job duties. Successful candidates will be required to pass a pre-employment drug screen and criminal background investigation.

SALARY: \$3,409.28 to \$5,113.92 per month depending upon qualifications. **SALARY WILL GENERALLY START AT THE LOWER END OF THE SALARY RANGE.**

SCHEDULE: Full-time, evenings and Saturdays required.

APPLICATIONS: Those interested in applying are required to submit an application online at www.orem.org or to the Human Resources Office. **ONLY THE INFORMATION ON OR ATTACHED TO THE APPLICATION WILL BE USED FOR SCREENING PURPOSES.**

**THE CITY OF OREM IS AN EQUAL OPPORTUNITY EMPLOYER
56 NORTH STATE STREET OREM, UTAH 84057**