

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Librarian - Circulation Prescott Public Library

Pay Grade: 66

Pay Range: \$46,425.60 - \$64,979.20 DOE/Q

FLSA Status: Exempt – not eligible for overtime

Deadline to Apply: 1/29/2021

Apply here:

<https://www.applicantpro.com/openings/cityofprescott/jobs/>

Qualifications: Education and/or Experience: A Master's Degree in Library Science (MLS) from an ALA accredited institution OR a Master's degree in a related field and experience in a public library preferred OR any equivalent combination of education, experience, and training in a library setting which provides the knowledge and abilities necessary to perform the essential functions of the position.

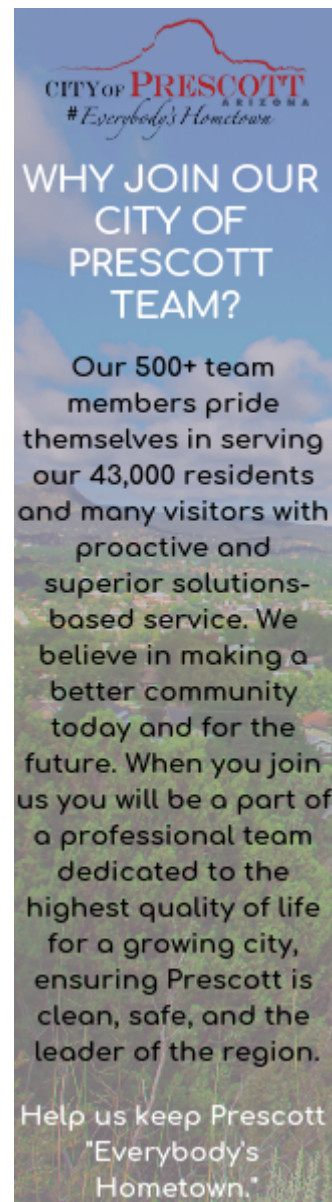
Position Summary: This position performs professional front-line or supporting library services, connecting library customers to information, resources, and services.

Essential Duties:

- Trains, supervises, and evaluates staff assigned to the work group
- May be responsible for library oversight in absence of library administrative staff
- Must be willing to work evenings and weekends
- Trains volunteers assigned to the work group
- Creates reports to analyze circulation data to support daily workflow and library performance evaluation
- Responds to customer comments and concerns
- Resolves disputes about customer accounts
- Oversees maintenance and troubleshooting for circulation related technology and equipment
- Serves as a member of the library management team and appropriate Yavapai Library Network committee
- Interacts directly with library users at the circulation desk providing front-line circulation customer service.
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to resolve customer conflicts
- Ability to schedule staff at multiple service points
- Ability to create training and documentation for internal procedures
- Ability to perform detail-orientated tasks such as issuing library cards, checking in, checking out, shelving, resolving fines and fees accurately.
- Ability to effectively administer day-to-day operations including workflow management, development of procedures, and supervision of staff
- Skill to effectively supervise, evaluate, motivate, mentor, and lead work group staff



- Knowledge of library services, systems, procedures, and ethics
- Prior experience with SirsiDynix Symphony preferred.
- Skill in interpreting and applying rules, policies, and procedures
- Knowledge of information resources, professional library tools, reference, and searching skills
- Ability to provide excellent customer service
- Skill in proactively using technology to perform job or enhance customer experience
- Ability to develop strong relationships with area libraries and organizations
- Ability to establish and maintain effective working relationships with co-workers, volunteers, and library customers
- Ability to communicate effectively both orally and in writing
- Ability to exercise initiative, sound judgment, and discretion in performance of duties
- Ability to work well with minimal supervision
- Ability to expand knowledge and work skills
- Ability to analyze and facilitate resolution of problems

Physical Demands and Working Conditions:

- Most work is performed in a library environment, and some in community settings.
- Must be able to lift, carry, and/or push materials including full book carts, book bins, and lifting tubs weighing up to 50 pounds.
- Must be able to perform physically demanding duties involving repetitive standing, walking, reaching, bending, and stretching for long periods of time. Operate a variety of standard office equipment including a computer, laptop and/or tablet PC, telephone, e-reader, calculator, cash register, bar code reader, copy and fax machines requiring continuous and repetitive arm, hand and eye movement.

Successful candidate will receive a post-offer, pre-employment background screening to include:

- Drug screening
- Motor vehicle records check
- Criminal background screening

[City of Prescott Contact Information](#)

201 S. Cortez St.

Prescott, AZ 86303

Email: hr@prescott-az.gov

Website: www.prescott-az.gov

Phone: 928-777-1347 / Fax: 928-777-1213

Major Benefits For Full-Time Regular Employees: Paid time off; ten paid holidays; employee and/or family health and life insurance; short term and long term disability; Arizona State Retirement and Social Security contributions; other optional benefits such as deferred compensation plans and additional life insurance. **PROBATION:** Each employee must

satisfactorily serve an established probationary period. 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. In accordance with A.R.S. 23 - 493, this position has been identified as "Safety Sensitive". The City of Prescott is an Equal Employment Opportunity employer.