



City of Coolidge Human Resources Department

Promoting a Drug & Alcohol Free Workplace
Equal Opportunity / Reasonable Accommodation Employer

EMPLOYMENT OPPORTUNITY

Librarian

Full-time, FLSA Non- exempt position

Salary : \$43,680—\$65,520 Annualized

Opening Date: March 4, 2020
Closing Date: Open until filled

Job Posting: #L20-001
EXTERNAL/INTERNAL POSTING

An exciting opportunity is available for a career-minded individual as a Librarian/ Program Coordinator to perform a variety of library functions in coordinating and implementing programming offered through the City of Coolidge Public Library.

QUALIFICATIONS

Minimum

Bachelors Degree, Masters Degree in Library Science preferred, **or** equivalent combination of education, training and experience. Must possess a valid Arizona Driver's License.

RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

Plans, organizes and promotes a wide variety of City programs of services for children and young adults, including reader's advisory, story times, reference collection development and program Development; Receives and implements program participant feedback; Selects library books and materials for purchase; Makes recommendations and coordinates the purchase of library books and materials; Catalogs library books and materials; enters information into online catalog; Processes library books and materials for shelving including attaching relevant labels; information, and book jackets; Assists with circulation desk duties including checking books in and out, renewing books; processing late fines, and issuing library cards; Responds to inquiries and complaints from library patrons; and Prepares statistical and other departmental reports in relation to library operations and use.

APPLICATION PROCESS

Open until filled. To be considered for this exceptional career opportunity, please submit a cover letter, resume, application, by **March 15, 2020** to Human Resources, City of Coolidge, 130 W. Central Avenue, Coolidge, AZ 85228-4804. For more information, contact the Human Resources Department at (520) 723-5361 or visit www.coolidgeaz.com