



CITY OF PRESCOTT
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY - [IN-HOUSE](#)

LEAD LIBRARIAN – ADULT SERVICES

Pay Grade: 65 Pay Range: \$45,284 to \$63,398 annually DOE/Q plus benefits
City employees in a new position usually start at beginning level of pay range.

FLSA Status: Exempt – not eligible for overtime

Candidate of choice must pass pre-employment drug test and background check.

Qualifications: Masters of Library Science Degree from an ALA accredited library school. Three to five years experience in Adult Services and/or reference experience in a public library setting. Prefer at least two years' supervisory experience.

General Statement of Duties:

Leads the Adult Services team in providing reference services, programs, and special events for library customers. Coordinates publicity and marketing for library programs and events. Supervises professional staff and volunteers, delegating tasks appropriately. Typical activities include overseeing reference scheduling and service; creating, arranging and presenting public programs and exhibits; working with community volunteers to present public programs; publicizing library events and services; organizing ongoing training for staff; providing reference service at public desk as needed. Must be willing to work evenings and weekends.

Knowledge, Skills, and Other Characteristics:

- Knowledge of library services, systems and procedures.
- Skill in supervising professional staff and working effectively with volunteers.
- Ability to establish relationships with the public and provide effective customer service in a professional manner.
- Knowledge of sources and materials in both print and non-print formats, bibliographic databases, verification tools, and searching methods and procedures.
- Experience in working with the media, providing calendar information, news releases, photos and other materials in a professional and timely manner.
- Ability to work in partnership with other libraries.
- Ability to establish and maintain working relationships with other employees.
- Strong service orientation and excellent verbal and written communication skills a must.
- Ability to introduce library resources and services to users through public speaking, classes and brochures.

Physical and Visual Ability: Sufficient to effectively and safely perform required duties and to safely operate required equipment and city vehicle as needed.

Hearing and Speaking Ability: Sufficient to clearly, concisely and effectively communicate in person and over the telephone.

Applicant must be free from mental disorders that would interfere with performance of duties as described.

Deadline: Applications must be received by 5:00 p.m. July 28, 2009.

Position Start Date: October 26, 2009

Send application/resume to:

City of Prescott, Human Resources, 201 S Cortez Street, Prescott AZ 86303
(928) 777-1315 (928) 777-1347 (800) 748-6205 TDD (928) 777-1100 Fax (928) 777-1213

Email: personnel@prescott-az.gov **Visit our website at:** www.cityofprescott.net

EEO/M/F/V/H/D/NSE

Posted: July 20, 2009

Para oportunidades de empleo con la Ciudad de Prescott, favor de llamar 928-777-1279

Debbie Horton _____
Director, Parks & Recreation

Jolaine Jackson _____
Human Resources Director

MAJOR BENEFITS FOR A FULL-TIME REGULAR EMPLOYEES - Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits. PROBATION: An established probationary period must be

satisfactorily served by each employee. 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.