



CHURCHILL COUNTY
invites applications for the position of:

Librarian - Technical Services

SALARY: \$20.27 /Hour
OPENING DATE: 03/14/17
CLOSING DATE: 04/03/17 03:00 PM

POSITION SUMMARY:

Are you forward-thinking and service-oriented? Are you a problem solver who enjoys a challenge and is willing to take initiative? Are you interested being part of the team to provide top quality service to the residents of Churchill County? If so, and you have the right qualifications and abilities, consider applying for the position of Technical Services Librarian for Churchill County. Applications are invited for this full-time, regular position.

The incumbent is tasked with assisting in the development of the collection including; acquisition, maintenance, and review, creating machine-readable records of items, and maintaining the catalog. In addition, the Technical Services Librarian works the Circulation Desk, answers reference questions, contributes to the maintenance of public and staff computers and software, maintains social media applications and interacts positively with the public in person, on the phone and online. ***If you are interested and think you qualify, submit your application online at www.churchillcounty.org/careers by 3:00 PM on April 3, 2017.***

Distinguishing Characteristics

This class is the professional level in the Library series, fully competent to perform the full range of professional librarian duties. The ability to instruct staff, students and the public in basic research and in using library automated systems is required. This class is distinguished from Library Director in that the latter performs managerial/supervisory duties.

ESSENTIAL FUNCTIONS:

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- **Updates and maintains computer records for the library collection; updates and maintains library website and social media presence.**
- **Coordinates collection development by selecting and de-selecting materials; assists in the collection evaluation and development of specific Library collections for subject areas; participates as a member of the Selection Committee.**
- Provides circulation services to patrons including checking materials in and out, discussing overdue fines with patrons, collecting fines, and contacting patrons regarding materials on hold; provides reference services to patrons in person, by telephone, and electronically; conducts research skills instruction.
- **Adds new materials to collection; unpacks and prepares materials for public use; reconciles packing slips/invoice; updates database system.**
- Coordinates the delivery of Children and Adult services/programming; assesses trends/needs and makes recommendations to the Library Director; involves patrons on program planning and implementing services and programs for their age group.
- Provides direct public services to patrons, government employees, and a variety of other groups including senior citizens, individuals with disabilities, homebound individuals, and individuals for whom English is a second language; coordinates outreach programs, onsite visits and special events such as author book signings and education programs.

- Assists in the delivery of public relations by preparation of promotional materials including video, print, and radio; may be solely responsible for programming targeted towards a specific patron group(s).
- **Maintains periodical collections; checks newly received magazines and newspapers against subscription records, arranges and maintains materials for patron access, resolves discrepancies with vendors, and prepares orders and presents reports.**
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience

Master's degree in Library Sciences or a closely related field; AND three (3) years of library operations experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of professional library services, including patron service, cataloging reference, technical services and collection development.
- Library reference sources and subject background for collection development and patron services.
- Automated library information systems and their use and operation.
- Principles and practices of library operation and administration.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals, in person and over the telephone.

Skill in:

- Planning, implementing, monitoring and improving library services.
- Original and on-line cataloging, using both manual procedures and computerized systems.
- Using automated library information systems.
- Maintaining accurate records and files.
- Preparing clear, accurate and concise reports, correspondence and other written materials.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Instructing staff and the public in the use of automated library systems.
- Contributing effectively to the accomplishment of team or Library goals, objectives and activities.
- Supervising assigned staff.
- Promoting good customer service, including some public speaking involving tours and teaching library skills to small groups.
- Reading and explaining rules, policies and procedures.
- Dealing successfully with the public, in person and over the telephone.

Required Certificates, Licenses and Registrations

- Nevada Driver's License.

If incumbent does not possess a Master's degree in Library Sciences, must obtain a State of Nevada Public Library certification within two (2) years of date of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit and stand for extended periods of time; strength and agility to lift and carry up to 50 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate over the telephone and in person.

Conditions of Employment

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
2. New employees are required to submit to a background investigation and if hired for a safety-sensitive position, a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen (if applicable).
3. Churchill County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.churchillcounty.org/hr>

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Position #2017-06
LIBRARIAN - TECHNICAL SERVICES
GS

Librarian - Technical Services Supplemental Questionnaire

- * 1. Do you have a Bachelor's Degree?
 - Yes
 - No
- * 2. If you have a Bachelor's Degree, in what field did you earn your degree? If you do not have a degree, enter N/A.
- * 3. Do you have a Master's Degree in Library Sciences or a closely related field?
 - Yes
 - No
- * 4. What is your experience working and volunteering in a Library?
 - No Experience
 - 3 Months to 1 Year
 - 1 Year to 3 Years
 - 3 Years to 5 Years
 - 5+ Years
- * 5. Do you have a State of Nevada Public Library certification?
 - Yes
 - No
- * 6. In 300 words or less, describe your experience cataloging, storing, and retrieving information in an Integrated Library System (ILS).
- * 7. In 300 words or less, describe your experience maintaining a website and utilizing social media.
- * 8. In 300 words or less, describe your experience maintaining computer systems, networks, and software.

* Required Question