



CITY OF PRESCOTT  
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY  
**ADULT SERVICES LIBRARIAN**

Pay Range 61: \$41,025 to \$57,436 annually plus benefits  
New Employees usually start at beginning level of pay range.  
FLSA Status: Exempt – not eligible for overtime

**Qualifications:** Masters of Library Science Degree from an ALA accredited library school. Must pass pre-employment drug test and background check.

**General Statement of Duties:** Provides professional front-line library public service work using all types of communications resources, including print, non-print, Internet and electronic resources. Typical duties include helping library users locate information or materials in the library and online; using reference, ready reference and online resources to answer questions and make referrals; supporting patrons in using public computers; and furnishing information on library activities, facilities, and services to other agencies and individuals. May participate in collection development and technology instruction. Candidates with a strong interest in programming are encouraged. Must be willing to work evenings and weekends.

**Knowledge, Skills, and Other Characteristics:**

- Knowledge of library services, systems and procedures.
- Ability to establish relationships with the public and provide effective customer service in a professional manner.
- Ability to use computers, computer networks and online resources.
- Knowledge of sources and materials in both print and non-print formats, bibliographic databases, verification tools, and searching methods and procedures.
- Experience helping novice users negotiate e-mail, word processing and electronic resources on public computers a plus.
- 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.
- Ability to introduce library resources and services to users through public speaking, classes and brochures.
- One (1) year reference experience in a public library setting preferred.

**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. August 11, 2008.**

**Send application/resume to:**

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

Email: [personnel@cityofprescott.net](mailto:personnel@cityofprescott.net) Visit our website at [www.cityofprescott.net](http://www.cityofprescott.net)

EEO/M/F/V/H/D/NSE Posted: July 23, 2008

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MAJOR BENEFITS FOR FULL-TIME REGULAR EMPLOYEES: Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Paid employee health and life insurance; 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.