



CITY OF PRESCOTT
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
SYSTEMS LIBRARIAN

Pay Grade: 61 Pay Range: \$41,017 to \$57,428 annually plus benefits
New employees 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 criminal background check.

Qualifications: Masters of Library Science Degree from an ALA accredited library school, and experience training library personnel and/or providing ILS technical support.

Tasks: Assist the Library Network Manager with customer support for members of the Yavapai Library Network, including all areas of the Dynix and/or Symphony (Unicorn) Integrated Library Systems, with an emphasis on acquisitions, cataloging and serials.

The Systems Librarian will play an integral role in the migration process. Areas the successful candidate will be involved with include training, developing a training program, data testing, software troubleshooting, software and hardware evaluation, communicating with the vendor, and providing post-migration support for the Symphony software.

Knowledge, Skills, and Other Characteristics:

- Knowledge of library services, systems and procedures.
• Demonstrated ability to troubleshoot computer hardware and software. Knowledge of SQL, PHP, HTML, XML and Java a plus.
• Knowledge of sources and materials in both print and non-print formats, bibliographic databases, verification tools, and searching methods and procedures.
• Experience helping library staff negotiate electronic resources.
• Ability to work in partnership with other libraries and provide effective customer service in a professional manner.
• Ability to establish and maintain working relationships with other employees.
• Strong service orientation and excellent verbal and written communication skills.
• Ability to introduce library systems and services to Network users through public speaking, classes and brochures/manuals.
• Working knowledge of SirsiDynix ILS products a plus.

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. Freedom from mental disorders that would interfere with performance of duties as described.

DEADLINE: Applications must be received by 5:00 P.M. March 22, 2010.

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., 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.prescott-az.gov

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

Posted: February 4, 2010

Debbie Horton
Parks & Recreation Director

Jolaine Jackson
Human Resources Director

MAJOR BENEFITS FOR A 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.