



EMPLOYMENT OPPORTUNITY

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## **LIBRARIAN (Part-Time/Substitute)**

(\*Part-time up to 19 hrs. per week, hours may vary from week to week)

### **EXTENDED**

**Salary Range \$27.00 - \$32.85/Hourly**

**Part-Time w/No Benefits**

**Application Deadline: April 24, 2015**

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For application materials visit our website at [www.RanchoMirageCA.gov](http://www.RanchoMirageCA.gov) or call (760) 324-4511.  
(Completed City Application Form required; no facsimiles or e-mail sent/received in this recruitment.)

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### **CLASS SUMMARY**

This is the fifth level in a six level Library series focused on designing, implementing, and maintaining Library collections; reviewing and executing best practices in literacy, Library programming, customer service, and Library trends; reviewing data and developing reports; resolving customer inquiries and complaints and, as assigned, assisting in budget preparation and tracking, special projects and events, collections development and maintenance, and/or technology-related training, programming and initiatives. May provide leadership for staff, as assigned, for shifts or specific programs making work assignments and monitoring the completion of work.

### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

1. May supervise staff to include: prioritizing, assigning work and creating schedules; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment.
2. Responds to customer requests, inquiries and needs by coordinating, overseeing, and/or providing information, reference, advisory and circulation services; resolves customer inquiries, issues or complaints refers to appropriate resource for resolution; interprets and explains policies. Arranges appointments with Librarians and handles requests/reservations for meeting rooms.



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3. Provides or assists with library collection development; monitors customer demand; reviews funding availability; researches, evaluates, recommends, selects, orders and/or maintains library materials;
4. Researches, coordinates, monitors, plans, prepares and/or presents programming for specialty services; reviews customer requests and needs; recommends revisions or additions to service offerings; and provides instruction on the availability and use of library services and related technology. Facilitates e-learning courses and book discussion groups.
5. Serves as a representative on assigned committees and projects; plans and coordinates special events; oversees and coordinates implementation of technology projects and/or special services. Manages and monitors integrated Library Systems and servers, email and computing systems; schedules maintenance upgrades; administers system settings, user accounts and devices. May serve as technical liaison as assigned.
6. Prepares, maintains, organizes and/or updates databases, statistics, documents, reports, articles, newsletters, blog posts, website content, files, promotional materials and/or displays. Delivers presentations and gives tours.
7. Performs other duties of a similar nature and level as assigned.

## **QUALIFICATIONS/GUIDELINES**

### **Education and/or Experience**

Master's Degree in Library Science and Library experience preferred; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **Knowledge of**

- Supervisory principles, practices, techniques and technology (based on assignment);
- Standard library management practices, procedures and functions;
- Business principles;
- Research methods;



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- **Math concepts;**
- **Recordkeeping and data maintenance practices;**
- **Customer service principles;**
- **Modern office equipment.**

### **Skill In**

- **Supervising, monitoring, training and evaluating staff (based on assignment);**
- **Prioritizing and assigning work activities and projects (based on assignment);**
- **Identifying customer needs;**
- **Researching and recommending alternatives;**
- **Providing customer service;**
- **Reviewing and developing library collection;**
- **Planning, coordinating and presenting library programming;**
- **Analyzing problems, identifying solutions and preparing recommendations;**
- **Reviewing and maintaining databases;**
- **Preparing correspondence, reports, program/promotional materials and related documentation;**
- **Monitoring resource needs;**
- **Ordering, purchasing and/or coordinating required materials and resources;**
- **Utilizing a computer and relevant software applications;**
- **Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public and others to sufficiently exchange or convey information and to receive work direction.**

### **ADA and Other Requirements**

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater



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than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**NOTE:** The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

### **Licensing/Certifications**

- Possession or ability to obtain an appropriate California driver's license and a satisfactory driving record.

Posted 4/10/15