



Employment OPPORTUNITY

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: March 31, 2016, 5:00 PM

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

Under general supervision of a Principal Librarian, performs the full range of professional librarian duties as assigned, participates in reference services, and performs complex professional and technical library work. This is a part-time position and hours will vary up to 19 hours per week.

EXAMPLES OF DUTIES

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

1. Provides professional reference, reader's advisory, and program support to library patrons.
2. Provides orientations and instructional workshops for patrons in use of the library including electronic resources.
3. Provides assistance with electronic resources and the Internet to computer users; performs basic hardware and software troubleshooting.
4. Resolves patrons and visitors concerns/problems and interprets Library policies as applicable.
5. Prepares and updates informational guides to assist patrons.
6. Participates in compiling library activity reports and statistics.
7. Receives and completes special project assignments.
8. Performs other duties of similar nature and level as assigned.



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QUALIFICATIONS/GUIDELINES

Education and/or Experience: Librarian shall possess a Master of Library Science or an equivalent degree from an American Library Association (ALA) accredited college or university; some work experience in a public library with automated library systems and library technology is highly desirable.

Knowledge, Skills and Abilities: Knowledge of principles and practices of professional library work including methods and techniques of library reference services in an automated information environment; general reference methods, techniques and sources used in library work.

Ability to interpret reference sources and methods; compile and classify informational materials; conduct activities and operations of specialized library functions; interpret city and library policies, procedures and services; communicate clearly and effectively, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work.

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

NOTE: The above job classification 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.