



COUNTY OF ST. CLAIR



HUMAN RESOURCES DEPARTMENT ANNOUNCES THE FOLLOWING JOB OPPORTUNITY:

REQUISITION NUMBER: 16-021
TITLE: Librarian IA- Public Services
DEPARTMENT: Main Library - 210 McMorran Blvd., Port Huron
WAGE RANGE: \$41,493 - \$46,574 (Annually Adjusted)
HOURS: Full Time
APPLY BETWEEN: February 29, 2016 through and including March 11, 2016
OTHER INFORMATION: Open to St. Clair County Employees and the Public

- *The Librarian IA position is millage funded and in compliance with the St. Clair County recruitment policy guidelines instituted by the Board of Commissioners.*

POSITION SUMMARY:

This position performs a variety of professional librarian duties including, but not limited to, reference, readers' advisory and collection development as well as providing direction to staff at a combined Reference / Circulation Service Desk, on a rotational basis.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without accommodation. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.*

High level of commitment to public service. Knowledgeable of the principles and practices of professional librarianship. Ability to understand and apply library policies.
Ability to provide training in reference resources for non-professional staff.
Ability to prioritize competing demands at a combined Circulation / Reference public service desk.
Knowledge of standard library reference tools and sources of information.
Skill in assisting patrons in answering reference questions, via phone, internet or in-person utilizing reference databases and digital resources.
Strong interpersonal skills with the ability to relate to diverse employees and customers.
Skill in evaluating and selecting materials in various formats. Competency and understanding of internet protocols. Familiarity with a variety of websites and a basic understanding of web design.
Solid experience with PC computers, Windows operating environment and a working knowledge of Windows office products. A familiarity with the Horizon or similar public access systems.
Ability to communicate clearly and effectively. Ability to follow written and oral instructions.

AN EMPLOYEE IN THIS CLASS, UPON APPOINTMENT, MUST HAVE THE FOLLOWING TRAINING AND EXPERIENCE:

The requirements listed below are representative of the knowledge, skill and/or ability required to perform the essential functions of the position. Applicants may be required to take written and/or other examinations. An employee in this classification, upon appointment, must have the following training and experience.

Master degree in information or library science from an American Library Association accredited school. The qualified candidate must possess a valid State of Michigan operator license and maintain this license during employment in the position.

For a comprehensive Job Description please visit <http://www.stclaircounty.org/Offices/hr/jobdescriptions.aspx>

SPECIAL NOTICE TO APPLICANTS: When submitting an application and/or resume please be sure to include evidence that the minimum required qualifications are met (copies of degree, certifications, and/or training, description of relevant experience, etc.).

The applicant must include the requisition number from the title line on any application or resume submitted to insure the application is properly designated and processed. If the requisition number is not included, the applicant assumes full responsibility should the application or resume not be attributed to the desired position.

An Equal Opportunity Employer

Apply on-line at: www.stclaircounty.org
St. Clair County Human Resources Department
200 Grand River Avenue, Suite 206, Port Huron, MI 48060
Phone: 810-989-6910 ~ Fax: 810-966-2904
Email: HRRecruitment@stclaircounty.org

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