



LEHI CITY POSITION OPENING

Librarian

CLOSING DATE: July 21, 2014, 5:00 PM

STARTING WAGE: \$17.13-\$20.55 per hour, Grade 12, depending on qualifications

STATUS: Full-time with benefits

HOURS: 40 hours a week with specific hours to be determined, but generally between Mon-Thur 9 AM-9 PM and Fri-Sat 9:00 AM-6:00 PM, some weekends are required.

DEPARTMENT: Library

JOB SUMMARY: Performs a variety of working level and technical duties in providing assistance to library patrons and functional duties related to day-to-day operations:

- Oversee incoming circulation of materials, including managing Book Drop, and process to re-shelve items
- Manage Associate Librarians and staff who assist with re-shelving materials
- Completes technical reports and data entry into library computer system
- Assists Library Director in the development and implementation of department budget; assists to monitor expenditures to assure compliance with spending limitations; prepares various reports
- Performs general duties related to the circulation of library materials; attends circulation desk, greets patrons and assists with requests

MINIMUM REQUIREMENTS:

- Graduation from high school AND at least 6 months of specialized training through education or professional seminars AND three (3) years of related experience OR equivalent combination;
- *Preference will be given to applicants with a bachelor's degree in related area of study and/or applicants with prior management experience in a library*
- **Working knowledge** of library reference, circulation, cataloging and classification methods, practices and procedures; Dewy Decimal System; children's, young adult and/or adult literature; general use of computer
- **Ability to** perform general clerical functions quickly and accurately; understand and follow written and oral instructions and work independently in carrying out work assignments; communicate effectively verbally and in writing
- Typing speed and accuracy may be important criteria for scoring applicants
- Must pass drug and background test before hire

TO APPLY: Turn in **required city application and resume** to Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or download application and job description at www.lehi-ut.gov. Applications can also be emailed to apply@lehi-ut.gov.

NOTE: Lehi City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 801-768-7100, ext. 2265. Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.