



LEHI CITY INTERNAL POSITION OPENING* Associate Librarian

*Per Lehi City Policy, only current Lehi City employees can be considered for Internal Openings. If at least three employees do not apply, this position will be opened to the general public.

CLOSING DATE: July 6, 2015, 5:00 PM

STARTING WAGE: \$12.09-\$14.20 per hour (Grade 7), depending on qualifications

STATUS: Full-time with benefits (health, dental, vision, life, retirement, paid leave, etc.)

HOURS: Varied, depending on programs and events, some weekends are required.

DEPARTMENT: Library, Leisure Services Department

JOB SUMMARY: Performs a variety of general and routine clerical duties as needed to expedite the delivery of public library services of the city:

- Assists Librarians and staff with children, teen and adult programs; promote the library through special events and activities.
- Performs duties related to the planning and implementing of programs, coordinating large events, overseeing program registration, planning creative activities, book discussions and story times for children and pre-teens.

MINIMUM REQUIREMENTS: Graduation from high school AND one (1) year of related experience OR equivalent combination; Must pass drug and background test before hire.

- **Working knowledge** of libraries and an ability to work independently while accomplishing work assignments; proven skills in a teaching setting; ability to treat children and adults with respect and caring; computer proficient; experience in making visual aids; ability to use a microphone head set while being in front of a large group of participants; ability to sing and move with children and adults;
- **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.

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 385-201-2265. Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.