

POSITION ANNOUNCEMENT

POSITION: Librarian
Library Department
STATUS: Full-Time
Benefited

HIRING SALARY: \$38,333 \$41,716 D.O.E.
Pay Grade: 56 (\$38,333-\$45,098-\$51,863)

DEADLINE: September 30, 2009

Applications due by 5:00pm on the above date.
Postmarks are not honored.

RESPONSIBILITIES: Under general supervision, manages collection development for all adult non-fiction and reference collections of the library. This includes evaluating and selecting and acquiring materials in a variety of formats and making recommendations relating to the overall management of these collections and other related duties. Works on the reference desk directly with users to help them find information they need, which includes; analyzing users needs, searching for, acquiring, and providing the information in a variety of formats. Evening and Saturday work is required.

QUALIFICATIONS: Must have a Master's degree in Library Science or closely related area, and experience equivalent to three (3) years full-time professional library work. Knowledge of principles and practices of managing library collections. Knowledge of library cataloging systems. Knowledge of resource materials and references available to facilitate effective management of the different library collections. Knowledge of library computerized resources; i.e. Internet, CD-ROM, library management systems, word processing, excel, etc. Ability to establish and maintain an effective working relationship with library staff and the general public of all ages. Skilled in evaluating collections, determining the reference/general reading and information needs of the general public, organizing special activities, and planning and implementing programs. Skilled in understanding and interpreting complex procedures and guidelines. Skilled in meeting the information, cultural, recreation, and education needs of the community through effective implementations of a variety of library programs and services.

ESSENTIAL FUNCTIONS: Essential functions, as determined under the Americans with Disabilities Act, may include the following tasks, knowledge, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions of this class. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This updated job announcement supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

APPLICANTS: For questions relating to this specific position (i.e. work schedules, if a position has been filled, etc.), please contact Ronald Jenkins, Library Director at 435-716-9130 from the Contact List.

EMPLOYMENT APPLICATION SUBMITTAL PROCEDURES: Must submit a [City of Logan Employment Application](#) to:
City of Logan
Department of Human Resources
Attn: Bruce Adams
290 North 100 West
Logan, Utah 84321

For questions relating to this specific position, please contact the hiring department directly from the [Contact List](#). Emailed and faxed employment applications will be accepted. Email: cwillie@loganutah.org. Fax: (435) 716-9041. [Employment Applications](#) may be obtained at the above street address or from our web page at www.loganutah.org, Human Resources, Employment Application. Resumes may be attached to the employment application, if desired.

NOTE: All City of Logan employees must be able to pass a pre-employment background check and pre-employment drug screen. The City of Logan is an Equal Opportunity Employer. AA/ADA/EEO

Due to the large number of employment applications that we receive annually, we have elected to not send "Thank You" and "Confirmation" letters to each applicant. We wish to thank you in advance for your interest in working for the City of Logan.