CITY OF INGLEWOOD

Human Resources Department

ANNOUNCES A PART-TIME EMPLOYMENT OPPORTUNITY FOR A

LIBRARIAN

SALARY: $19.20 - $27.20 per hour depending on experience

LAST DATE TO APPLY: APPLY IMMEDIATELY! Applications will be accepted by the Human Resources Department until a sufficient number of qualified applicants have applied. **Applicants must submit a copy of degree requirements with application materials.**

THE POSITION OF LIBRARIAN information in the Library; assists patrons/public in selection and location of books and materials; researches, reviews, recommends and interprets Library resources; instructs the use of the Library and enforces Library policies and procedures to the public; assists in planning, implements and participates in service programs or projects; provides reference service to assist public with questions, advise readers, provide instruction and monitor the use of the catalog system, on-line service, and public access of computers. In addition, incumbents in this classification prepares Division publicity in the form of bibliographies, press releases, flyers, brochures and calendars; recommends, withdraws, discards, repairs or replaces materials or resources no longer suitable; places Library materials on reserve or on hold; performs reading or story time sessions; calculates and compiles Library usage statistics; attends and participates in meetings, workshops, conferences and programs; and conducts reference searches, analyzes patron information requests and refers to other resources.

TO COMPETE IN THIS SELECTION PROCESS YOU MUST complete an official City of Inglewood application using blue or black ink; **have a Master's Degree in Library Science AND one-year of professional level work experience in a Library.** Applicants for this position must be knowledgeable of community resources, quality customer service techniques, and supervisory principles and concepts; Skilled in developing and implementing library programs and services and working within deadlines to complete projects.

THE SELECTION PROCESS begins with a review of all completed application materials submitted. Only those applicants determined to be "**most qualified**", as reflected in their application materials, will be invited to participate in the selection process for this position.

Depending on the number of qualified applications received, may consist of a qualifications/application review, written exercise, a multiple choice exam, performance exam and/or a technical interview. Candidates must earn a minimum of 70% on the each test part to have his/her name placed on an eligibility list. A careful reference check and work background review will be conducted in addition to complete medical examination prior to appointment.

VETERANS' PREFERENCE: Honorably discharged veterans of the United States Armed Forces who receive a passing score on an open competitive examination are entitled to have five (5) points added to their final score. To claim preference points, qualifying applicants must submit their DD 214 by the final closing date.

PART-TIME POSITIONS: Part-time positions are At-Will and can end with or without notice based on the City needs. Temporary and/or part-time employees work less than 20 hours per week OR less than fifty-two (52) weeks per year AND are not classified as civil service. Non-civil service, temporary, and/or part-time positions do not come with fringe benefits.

The City of Inglewood is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, religion, national origin, marital status or handicap status in its employment actions, decisions, policies and practices.

OPEN: July 1, 2014

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