CITY OF INGLEWOOD

Human Resources Department

ANNOUNCES A PART-TIME EMPLOYMENT OPPORTUNITY FOR

ASSOCIATE LIBRARIAN

SALARY: $21.21 - $30.04 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 ASSOCIATE LIBRARIAN primary responsibility is to assist in the selection, ordering and cataloging of books, periodicals, government documents and other materials. Duties include but are not limited to examining and selecting materials to be withdrawn, discarded, outdated, repaired and replaced; assisting patrons in selecting and location of books and materials; developing and conducting programs as orientations, projects and learning sessions for the public; providing reference service to assist public with questions, advising readers, providing instruction and monitoring the use of the catalog system, on-line service, and public access of computers; researching requests for information by users. Assists in the preparation of division's budget and monitors Library expenditures; edits and proofreads print materials produced by the Library; attends and participates in meetings, workshops, conferences and programs; prepares and completes statistical reports; AND creates and designs bibliographies, flyers and brochures for distribution.

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 two years of progressively responsible 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, the selections process 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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