

LIBRARIAN

The City of Carlsbad is accepting applications for the position of **Librarian**. Plans and implements library services and programs for assigned area at the Carlsbad Public Library.

Manages the library's collection of books and materials, including assessing needs, reviewing books and materials available, selecting books and materials to meet identified needs, and determining books and materials to be removed from the library's collection.

Plans and implements a variety of children's library programs. Plans and supervises the operation of public services, public information desk, and Interlibrary Loan Service. Selects print and electronic library reference materials. Works at the public information desk helping library patrons with reference questions.

Plans and coordinates the operation of technical services. Writes procedures and trains library staff on use of computer systems, including networking and the Internet; troubleshoots hardware and software problems.

Assists, as needed, with general circulation and check-out work, answering reference questions, and answering general questions regarding library programs services.

Knowledge of the principles and practices of Library Science. Knowledge of library cataloging systems, including Dewey Decimal and Library of Congress. Knowledge of

electronic and print information resources. Knowledge of computer technology related to libraries. Knowledge of computer hardware, software, telecommunications, Novell networks and internet services.

Ability to establish and maintain effective working relationships with staff and the public. Ability to evaluate collections, determine the reference needs of patrons, organize special materials and plan and execute programs. Ability to organize and perform work functions with limited supervision. Ability to understand and interpret complex procedures and guidelines. Ability to train others in the use of computer hardware and software.

Skill in oral and written communication with the ability to effectively communicate with persons of all ages and every economic and social level. Skill in meeting the informational, cultural, recreational, and educational needs of the community through effective implementation of a variety of library programs and services.

Qualifications: Bachelor's degree in Library Science or related field, and two (2) years full-time professional library work. A Master of Library Science degree may be substituted in partial fulfillment of the required experience.

Must have an excellent work history to include dependability and stability. Must possess and maintain a valid New Mexico operator's license.

In addition to an excellent benefit package, starting base hourly rate will be \$25.94.

Additional pay increase available for applicants with advanced educational degrees.

To be considered for this position apply at the City Municipal Building, 101 N. Halagueno or respond to City of Carlsbad, Personnel Department, P.O. Box 1569, Carlsbad, NM 88221. Applicants must include a City of Carlsbad Employment application filled out completely. Resumes are not required, but may be included if desired. Resumes/applications must be received or be postmarked no later than January 11, 2019.

EOE M/F/V/D