

INFORMATION SPECIALIST

The City of Carlsbad is accepting applications for the position of **Information Specialist**. Assists library patrons in the use of library resources by providing reference assistance, information and instruction. This position will be part-time, on-call working 10-20 hours per week. Must be able to work evenings and weekends.

Works at the public information desk and performs public relations service for the library. Maintains patron confidentiality.

Interviews users to determine information needs; decides appropriate search strategies; provides answers to routine and complex reference questions. Provides bibliographic instruction. Searches electronic information sources and databases.

Provides reference assistance to patrons and is the back up for circulation and children sections. Provides assistance with equipment, including computers, copiers, printers and microform equipment.

Assists other departments in various professional library duties, as needed. Performs other duties as assigned.

Knowledge of the principles, practices, and techniques of Library Science and Reference Services.

Knowledge of a variety of software programs and systems related to the operations of libraries, including word processing, internet, scheduling, calendaring, e-mail, integrated library systems and operating systems.

Skill in oral and written communication with the ability to effectively communicate with persons of all ages and every economic and social level.

Ability to effectively and efficiently utilize and search computerized bibliographic databases.

Ability to establish and maintain effective working relationships with patrons and other staff.

Ability to organize and perform work functions with limited supervision.

Qualifications: Bachelor's degree in a related field and one (1) year full-time professional experience providing public services in a library setting. A Masters in Library Science (MLS) from an ALA accredited institution may be substituted for partial fulfillment of the experience requirement.

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

Starting base hourly rate will be \$21.84. 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 or via email to hr@cityofcarlsbadnm.com. Applicants must include a City of Carlsbad Employment application filled out completely. Resumes are not required, but may be included if desired. Applications accepted until the position is filled.

EOE M/F/V/D