



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: FEBRUARY 19,2016

CLOSING DATE: MARCH 4, 2016

TITLE: LIBRARIAN I

GRADE: 210

DEPARTMENT: LIBRARY- REFERENCE

BARGAINING UNIT: AFSCME PROFESSIONAL

ENTRY RATE: \$17.61/HR \$34,339/YR

HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

Provide for enthusiastic patron service in person, by telephone, or by correspondence. Collaborate with coworkers to offer an array of programs and experiences to serve customers of all ages. Maintenance and evaluation of public Library collections in order to provide for the needs of the public and district center requirements.

DUTIES & RESPONSIBILITIES:

Provide reference and readers' advisory services, often being out on the floor with the library patrons personally helping them find what they need.. Assist patrons with the computer catalog and other electronic resources, and guide patrons in use of the Internet, such as helping them to apply for jobs online, doing resumes, etc. Reach out to the community and develop and conduct programs, presentations and workshops for a variety of users from toddlers to seniors in all library locations or elsewhere in the community. Design "how to" training for library users and teach various technologies to new users. Act as a tour guide for the library facility. Supply a full range of patron services in obtaining requested material or information through computerized circulation system, interlibrary loan, online catalog, searching bibliographies and other databases. Recommend materials for the collection. Maintain special collections such as government documents and genealogy. Prepare monthly statistics. Respond in writing to requests for information. Perform other activities needed to maintain the public library.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS, & ABILITIES:

Excellent customer service skills with active listening skills. Must be passionate about enriching the lives of the citizens of Erie County through innovative, forward-thinking programming. Must be a cheerful, adaptable and flexible team player. Comprehensive knowledge of technology and digital literacy and ability to teach new users. Must have presentation or training experience and strong written and oral communication skills. Must be able to work in a fast paced environment with a diverse population. Ability to think ‘outside the box’ and embrace change. Continuous learner, excited about growth and opportunities in a constantly changing environment.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

MLS from an ALA accredited college or university. Valid driver’s license. This job requires a high level of mobility: employee needs to stand for long periods of time, walk, bend over, squat, twist, stoop, climb, and be able to lift up to 50 pounds.

CONDITION OF EMPLOYMENT:

The selected candidate will be **pre-employment required** to obtain, at their own expense, 3 forms of clearance, including PA State Police Criminal History Record Check; PA Child Abuse History; and FBI Criminal History Background Check including finger printing.

STATEMENT OF BENEFITS

Average Annual Benefits & Pension Value for:

AFSCME PROFESSIONAL	SINGLE COVERAGE	DEPENDENT COVERAGE
	\$10,450.00	\$21,960.00

- *Average paid holidays annually – 14 days
- *Average paid vacation for 1st year – 6 days
- *Average paid personal days annually – 5 days

- *Holidays may vary by bargaining unit