

JOB OPENING

CITY OF FARMINGTON

JOB POSITION #184: Library Reference Technician

NUMBER OF VACANCIES: 1

DEPARTMENT: Library

WORK LOCATION: Library

HIRING RANGE: \$9.50 per hour

DAYS WORKED: Varied

HOURS WORKED: Varied

TYPE OF POSITION: Temporary, Part-Time

APPLICATIONS WILL BE RECEIVED UNTIL: Until Filled

JOB DUTIES

*Resumes submitted without a City of Farmington Application
will not be considered in our job selection process.*

SELECTION AND SCREENING TOOLS:

In order to be considered for an interview, the Supplemental Questionnaire must be completed and submitted with your completed employment application.

ESSENTIAL DUTIES:

Works under the supervision of the Adult Services Coordinator and Adult Services staff librarians.

Greets and assists library users at the reference desk and other areas in the library.

Assists library users with the library online catalog and locating materials.

Assists and instructs library users in placing holds, interlibrary loans, and other requests using the online system.

Provides basic reference assistance, using a variety of formats.

Assists in maintaining display materials.

Assists with processing and preparing materials related to adult services/reference.

Assists in processing interlibrary loan transactions.

Assists with book selection and collection development.

Performs basic duties in other areas of the library or outreach locations as needed.

Provides back-up assistance with the computer reservation system and public computers.

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Attendance at work is an essential function of this position.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

NON-ESSENTIAL DUTIES:

May serve on various employee committees, as required and assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

This position is subject to the City's Drug and Alcohol Free Workplace Program which includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

Extensive background checks required.

High school diploma or equivalent. Some college desirable.

Valid New Mexico driver's license required.

Familiarity with Dewey Decimal System and arrangement of library materials.

Previous library reference experience preferred.

Must be available to work evenings and weekends.

Ability to perform basic mathematical functions such as addition, subtraction, multiplication, etc.

Ability to operate personal computers, including the library's online catalog.

Position requires personal computer operations and file maintenance skills, as well as ability to use applications such as MS Word, Excel, and various web browsers.

Ability to communicate courteously and effectively with the public on all age levels and cultural backgrounds, both verbally and in writing.

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Ability to establish and maintain working relationships with co-workers, supervisors, other City personnel and the public.

Ability to perform routine duties as assigned with little supervision.

Ability to follow verbal and/or written instructions.

Ability to work under stress and handle stressful situations.

Ability to operate tools and equipment listed.

TOOLS AND EQUIPMENT USED:

Library computer system, personal computer, typewriter, calculator, photocopy machine, fax machine and telephone.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. The employee will routinely push fully-loaded book carts requiring up to 25 pounds of force. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is generally quiet.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER, M/F.

Supplemental Questionnaire Library Reference Technician #184 Experiences and Library Skills

Thank you for submitting your application for the Library Reference Technician position with Farmington Public Library in Farmington, New Mexico. This is a temporary, part-time position, paid at the hourly rate of \$9.50 per hour without benefits. Organizational advancement is neither expressed nor implied.

Interviews for this position will occur in two phases:

Phase one – (Experiences & Library Skills) – Supplemental Questionnaire

Phase two – (Customer Service & Availability) – On-site interview

Qualifying applications will be selected to advance to the next phase; others will be eliminated.

The first phase of selection and screening consists of a supplemental questionnaire that must be completed and submitted with your job application. Answers must be 200 words or less. Submit responses, along with your completed application to:

City of Farmington
Human Resources
850 Municipal Drive
Farmington, NM 87401
personnel@fmtn.org

Experiences & Values:

1. Why do you think this public library is the place where you would like to work?
2. Write about any abilities or experiences that you think will help you in this job.
3. Share with us something in your life that you are proud of.
4. Write about someone that you admire and why.

Library & Reference Skills

1. You are helping a young man use the library's online catalog to find books on a subject he describes as "animals." How would you help him?
2. What is your favorite internet search engine? Describe how you would use it to look up information about raising broccoli. What techniques will you use to narrow your search?
3. What are some ways you can tell if the information on a Web page is reliable?
4. Please describe technology you are familiar with and comfortable using.