

CITY OF NORTH MIAMI EMPLOYMENT ANNOUNCEMENT

OPEN
NON-COMPETITIVE
CS-1361

LIBRARIAN (312)
(Recruitment #00090)
Minimum \$17.26 – Maximum \$25.76 hr.

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Applications for this classification will be accepted until 4:45 p.m., Friday November 9, 2012. Following review of applications, qualified applicants will be placed on an Eligible List. Only those applicants who most closely meet the specific requirements of the position will be contacted for an interview.

You must provide an email address. Emails can be set up at your local public library. If no email address is provided, you will not be notified of your status and not considered for the position.

GENERAL STATEMENT OF DUTIES:

This is professional and limited supervisory library work involving independent judgment in directing a technical, reference or other specialized function in the City Library. An employee in this classification is responsible for youth services, reference, computer assistance, and/or other specialized function in the City Library.

Duties include: Application of professional library principles and procedures to a variety of library operations, assisting the public in information retrieval; developing creative strategies for effective use of electronic and print resources to meet the informational needs of individuals, schools and the business community; assisting with planning and developing youth services policies procedures, planning and implementing programs for youth and families, conducting outreach to schools and youth oriented organizations in the community. Additional duties include continuous review of new sources of information, electronic and print, that would facilitate answering reference questions, and continuous familiarization with the library's own collection. Work involves the application of established library techniques with considerable latitude within specific areas of assignment. Supervision may be exercised over a small group of volunteer, clerical or sub-professional employees.

REQUIREMENTS:

Master's Degree in Library and Information Studies (**proof must be submitted at time of application**) plus one year professional library work with skill in working with teens. Candidate must be a high-energy self-starter who is able to develop a rapport with young people of all ages.

Must possess a valid Florida driver's license (**a copy obtained at time of application**).

Evaluation of education, training and experience as included in candidates' applications. Selected qualified applicants will be contacted by email for an interview.

Current North Miami Employees must complete an application with all work experience relevant to position applying for. In addition, copies of all documents requested must be submitted at time of application. Only information provided at time of application will be reviewed for eligibility. Personnel Administration will not review employee's personnel file or consider personal knowledge of applicant when determining eligibility.

Candidates must pass a background investigation and medical examination prior to employment. Per Federal law, we hire only U.S. citizens or lawfully authorized aliens who provide proof of their identity and employment eligibility.

VETERAN'S PREFERENCE will be given to eligible veterans and spouses of veterans as outlined in Florida Administrative Code 55A-7, Florida Statutes, Chapter 295 & Chapter 2003-42 Laws of Florida. Candidates claiming veteran's preference must present original or certified copy of DD214 and proof of disability dated within the last twelve (12) months (if applicable) at time of application.

REASONABLE ACCOMMODATION: Personnel Administration will make efforts to reasonably accommodate persons in the examination process. Please advise of special needs in advance by calling (305) 895-9866. The hearing impaired may call (305) 893-7936 (TTY line) for information.

APPLY IN PERSON: Personnel Administration, City Hall, 776 N.E. 125 Street, 8:00 am to 4:45 pm Monday through Friday. Applications available on the City website (www.northmiamiff.gov)

THE CITY OF NORTH MIAMI MAINTAINS AN ALCOHOL AND DRUG FREE WORKPLACE AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, GENDER, NATIONAL OR ETHNIC ORIGIN, AGE OR DISABILITY.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER.