

Cascade County

Job Vacancy Announcement

Position: Librarian - Cascade	Closing Date: August 20, 2012
County Department: Commissioner's Office	Dept. Admin.: Commissioner's Office
Type of Position: Part-Time, 23-24 hours per week	Salary: \$10.00 per hour
Applications available at Cascade County Human Resource Department, www.cascadecountymt.gov or Job Service	
All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

DESCRIPTION OF POSITION

Librarian is responsible for providing library and research services for the organization and maintenance of the library and its collections. The Librarian is usually the first point of contact for library users. The Librarian is located in an open area office and must spend a considerable amount of time in the library where there are constant interruptions and distractions.

JOB REQUIREMENTS

Knowledge and understanding of: Library policies, procedures, and methods; organization and structure of the library; library systems for cataloguing, acquisitions and searching (OCLC); bookkeeping; modern office equipment, practices, and procedures; Microsoft Office software including: Word, Excel, Internet, and Outlook; department rules, procedures, and functions; safety rules, procedures and practices.

Skills and Ability to: Gather, compare, and summarize data from a variety of sources; operate a variety of office equipment; communicate information clearly and concisely; pay attention to detail; coordinate, analyze, and utilize a variety of reports and records; take minutes; read and comprehend materials; establish and maintain effective working relationships with other employees and the general public; process and manage confidential information; handle difficult people; meet challenges with resourcefulness through original thinking and creativity; work with many different cultures respecting their heritage and traditions; respond promptly to requests for service and assistance from the public; work independently; observe work hours; demonstrate punctuality; observe established lines of authority; be flexible; demonstrate sound worth ethics.

EDUCATION/EXPERIENCE

The above knowledge, skills, and ability are typically acquired through a High School Diploma or G.E.D. and (3) three years general office experience.

The successful applicant must possess a valid Montana Drivers License, Certificate of Award of the Montana Library Certificate Program or have the ability to obtain, serve a 6 month probationary period, and may have a criminal background check conducted. The results thereof may disqualify the Applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER