



“River Gateway to Opportunity”

EMPLOYMENT NOTICE

POSITION: Library Associate – Technical Services

DEPARTMENT: Library

GRADE: U12

PAY RANGE STARTS AT: \$19.39/Hour

SCHEDULE: Hours vary, some nights and weekends.

DEADLINE: September 2, 2010, 5:00 PM

JOB CHARACTERISTICS: Under the direction of the technical services coordinator, performs accounting and cataloging functions using the software components of the Integrated Library System (ILS); demonstrates initiative and creativity and exercises independent judgment in the application of a variety of established policies and procedures; provides skilled, efficient and courteous service to other library staff and the public; may act as lead worker.

REQUIRES: Associate’s degree from an accredited college or university; or library technical assistant certificate and two (2) years of library service, public service, computer experience and business experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must pass Illinois State Library barcoding test within three (3) months of hire. Valid Illinois driver’s license or equivalent. Compliance with City Residency Policy within prescribed time period required. The current Residency Policy states that UAW employees shall live within a 20-mile radius from the City’s Emergency Center, located at 1630 8th Avenue in Moline, within 4 months after completion of the employee’s probationary employment.

Considerable knowledge of English grammar and writing; business math and statistics; computer procedures; business office practices and procedures; telephone etiquette; library and library system policies, methods, procedures, services and terminology; library classification systems; MARC bibliographic format; OCLC based cataloging.

Exceptional skill in customer service; skill in operating office machines and computers with sufficient accuracy and speed to satisfy departmental needs and perform detailed, accurate data entry, data analysis, metadata management, advanced mathematical calculations; in using Microsoft Outlook, Word and Excel software; and in written and verbal communications with other employees and outside business sources.

Ability to understand the library process as a whole; analyze and maintain business records and data; maintain absolute confidentiality of the materials and situations encountered on the job; exercise initiative, tact and mature judgment; work independently; learn current and emerging computer programs; be highly flexible; handle and be accountable for monies in area of responsibility; learn to operate a multi-line telephone system; work calmly under occasional stressful conditions; establish and maintain effective working relationships with other employees, the general public and vendors. Ability to speak Spanish desired.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 sit, talk, hear and perform considerable repetitive motion involving the use of fingers, hands and limbs. The employee is occasionally required to stand, walk, stoop, bend and lift and push of books and other library materials up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The noise level in the work environment is usually quiet.

APPLICATIONS AVAILABLE:

Human Resources Office, 619-16th Street, Moline, Illinois 61265

www.moline.il.us

EQUAL OPPORTUNITY EMPLOYER

The City of Moline does not discriminate against any class of protected individuals.