



CITY OF AMES
invites applications for the position of:
Librarian

An Equal Opportunity Employer

SALARY: \$26.48 - \$37.78 Hourly
\$4,590.58 - \$6,547.86 Monthly
\$55,086.93 - \$78,574.29 Annually

OPENING DATE: 11/12/21

CLOSING DATE: 12/03/21 05:00 PM

GENERAL INFORMATION:

The Ames Public Library is currently seeking applications for a Librarian. This recruitment seeks to fill two vacancies; one of which is a Librarian - Youth Services and the other Librarian- Adult Services department.

Under the direction of the Youth Services Manager or Adult Services Manager, serves in a leadership capacity to develop, implement, and evaluate library collections, services programs and outreach activities. A Librarian performs professional library tasks that include reference, readers advisory, programming and assisting customers in the use of technology. This position also contributes to the efficient and responsive daily operations of the Youth Services or Adult Services Division. A Librarian will typically have a primary focus to serve a specific demographic group.

Librarian - Youth Services: Youth Services Librarians at Ames Public Library focus primarily on customer service and collections development, with opportunities to develop and facilitate programming, outreach, and community partnerships. Successful candidates will be creative, engaged, strategic thinkers who are enthusiastic about serving a youth audience (babies through teens / young adults age group) and their respective caregivers.

Librarian - Adult Services: Adult Services Librarians at Ames Public Library focus primarily on customer service and collections development, with opportunities to develop and facilitate programming, outreach, and community partnerships. Successful candidates will be creative, engaged, strategic thinkers who are enthusiastic about serving an adult audience of committed and passionate library users.

This is a full-time position, primarily Monday to Fridays and requires; at least one to two weekend shifts per month and one to two night shifts weekly, with building closing expectations.

Applications submitted for this position by the application deadline may be considered for other openings within this classification; for up to 12 months.

Candidates are required to submit a cover letter to be considered for this position and include contact information for at least 3 professional references in their application, no later than the deadline of this posting. Supplemental questions must be completed to be considered for this position

Ames Public Library is committed to creating and sustaining a safe, healthy, and inclusive environment where all individuals can succeed and thrive. We invite candidates who have leadership skills, are strategic thinkers and problem solvers, with strong interpersonal, organizational, and communication skills, and are dedicated to creating a welcoming and inclusive space that connects our community to the world of ideas. To discover the contributions of the City of Ames Public Library please visit the websites below:

[Ames Public Library](#)
[Ames Public Library YouTube Page](#)
[Ames Public Library Friends Foundation](#)
Why Ames? Click [Here](#)

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Examples of Essential Job Functions: Provides direct public service in the Youth Services or Adult Services area; researches and analyzes current trends, emerging technologies and issues in librarianship and allied fields; serves in a leadership role in maintaining a welcoming and safe library environment; advocates for customers, defining their needs and promoting their rights to receive quality and respectful library service and identifies individuals and groups presently not served; maintains a high level of expertise in library principles and best practices in serving specific demographics; considers community trends and demographics to assess customer needs in determining collections, services, and programs; creates an environment that is attractive, inviting, enjoyable and convenient to use; displays and markets materials effectively; participates in strategic planning; recommends, leads and participates in library-wide process improvement teams; identifies, interprets and accesses a variety of information sources appropriate to customer needs and abilities; provides accurate and comprehensive information in response to customer requests; connects customers with appropriate resources that encourage reading; assists in preparation of annual budget for collections; monitors expenditures of assigned collection budgets; analyzes statistical data to ensure current, responsive collections; remains current on reading, viewing and listening interests and technology needs of library customers; maintains weeding schedule to keep the collection current and in excellent physical condition; designs programs based on customer developmental needs and interests; demonstrates a knowledge and appreciation of literature, periodicals, audiovisual materials, web sites, electronic media, and other materials that constitute a diverse, current and relevant collection; collaborates with community groups to plan, facilitate, evaluate, and promote library programs; presents programs, both within the library and through outreach, commensurate with community needs and library's mission; develops publications, workshops, training modules, handbooks, and other instructional materials; participates in special projects; provides generalized training to all staff in information retrieval, readers advisory and library technology; teaches information literacy skills through classes, tutorials, programs, and individual instruction; assists customers in use of library technology; promotes activities that build and strengthen information literacy skills and lifelong learning; plays an active role in professional organizations and pursues continuing education opportunities; continually updates knowledge of available resources and best practices; represents library in the community; makes presentations and advocates for the role of the library through written materials and various media, including radio and television; identifies and pursues grant opportunities and implements them as needed; performs other job duties as assigned.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; committing to diversity, equity and inclusion; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respecting one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

QUALIFICATIONS:

Education and Experience: Master's degree in library science from an ALA accredited institution.

Licenses and Certificates: Commitment to attain and maintain State Library of Iowa Public Librarian Certification Level Gold.

Knowledge, Abilities and Skills: Extensive knowledge of the philosophy, principles and practices of public library services; the principles of intellectual freedom, privacy and library patron rights; computer applications; integrated library systems; emerging technologies, trends and resources relevant to public library services, principles of public relations and promotion.

Skill in: data analysis; budget preparation and monitoring; customer service; written and oral communication; training staff and volunteers; using print and electronic resources; collaborative leadership; principles and practices of continuous improvement; critical thinking and decision making; creative problem solving.

Ability to: work independently and in a team environment; work with a sense of urgency, tact and sense of humor; evaluate effectiveness of current practices and recommend improvements; initiate, implement and evaluate services and programs; be proactive in problem-solving and trouble-shooting; assess and prioritize multiple tasks, projects and deadlines; tolerate ambiguity; develop and teach curriculum; handle challenging situations and people; motivate change; develop effective working relationships in the library, City of Ames, community and profession; demonstrate professionalism and positive attitude.

SUPPLEMENTAL INFORMATION:

Required Physical Activities: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, repetitive motion.

Physical Characteristics of Work: The work involves sitting 40 percent of the time; sitting and using arm/leg controls 5 percent of the time; standing (but not walking) 30 percent of the time; standing and walking (including climbing stairs), twenty five percent of the time; routinely lifting objects under 10 pounds; occasionally lifting objects from 10 to 25 pounds, occasionally lifting objects from 25 to 50 pounds; infrequently lifting objects over 50 pounds, frequently pushing and pulling of carts from 25 to 50 pounds.

Vision Requirements: Minimum standards for use with those whose work deals largely with preparing and analyzing data, extensive reading, and the use of computer controls.

Environmental Conditions: The employee ordinarily works in an office environment. The employee may be infrequently exposed to weather conditions of snow or ice or to household chemicals. The employee works with the public and is expected to attend to hygiene and health emergencies.

Selection Process:

The selection process consists of an evaluation of education and experience, review of completed application to include; a cover letter, fully completed supplemental questionnaire and 3 professional references , a phone interview (depending on the number of candidates), a panel interview (on-site or virtual) and the successful completion of a criminal background check, which includes a sex offender registry check and motor vehicle records check. All candidates will be notified by email of their application status.

****Preference may be given to applicants possessing qualifications above the minimum.****

Applications submitted for this position by the application deadline may be considered for other openings within this classification; for up to 12 months.

Depending on the number of qualified candidates, the City may fore-go phone interviews.

Compensation Philosophy:

The City of Ames has a compensation philosophy that the starting pay for our merit salary ranges establishes the salary for employees who meet minimum requirements of a position. The median of any merit salary range is for an employee who can reasonably meet all expectations of the position responsibilities without initial extensive training. In order for employees to have an opportunity to grow within their position, we may consider a candidate's education, experience, and skills above the minimum requirements when looking at a salary closer to or slightly above the median. The

median for this position is \$32.1301 per hour.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Persons with disabilities must submit requests for ADA testing accommodations to the Human Resources Department prior to the application deadline.

Veteran's Preference Points

The City of Ames provides Veteran's Preference Points for Civil Service positions. A copy of your DD214 and, if applicable, proof of disability, must be attached with your application (or faxed to 515-239-5297) prior to the close date of the posting in order to receive Veteran's Preference Points.

NOTE: Persons with disabilities must submit requests for ADA testing accommodations to the Human Resources Department prior to the application deadline.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

APPLICATIONS MUST BE FILED ONLINE AT:
<http://www.cityofames.org/jobs>

Job #21-3121-02
LIBRARIAN
KS

OUR OFFICE IS LOCATED AT:
515 Clark Ave
Ames, IA 50010
515-239-5199
hr@cityofames.org

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Librarian Supplemental Questionnaire

- * 1. This is a full-time position, primarily Monday to Fridays and requires at least; one to two weekend shifts per month and one to two night shifts weekly with building closing expectations. Are you able to commit to this schedule?
 Yes No

- * 2. Please indicate your interests within the Ames Public Library;
 Librarian- Youth Services
 Librarian- Adult Services
 Both: Librarian Adult and Youth Services

- * 3. Each week the library publishes a column in the local newspaper, the Ames Tribune, written by staff in all areas of library operations. Please write a column up to 500 words in length that addresses a topic within either adult or youth services, include as an attachment to your application. Have you attached the required Column?
 Yes No

- * 4. How do you ensure that diverse needs within the community are reflected in the library?

- * 5. Tell us about your experience providing public service. What are the most important attributes you bring that help you provide exceptional service?

- * 6.
Please respond to the following questions based on your interest:
Adult Services Librarian: (please respond to this question only) How has your education and work experience prepared you for a position in the Adult Services workgroup at Ames Public Library?
OR
Youth Services Librarian: (please respond to this question only) Describe how you would approach reference services for infants and toddlers, school age children, teenagers, and caregivers. Are there unique challenges in serving the information needs of this clientele?
OR
Both: Youth and Adult services Librarian (please respond to both questions listed above)

* Required Question