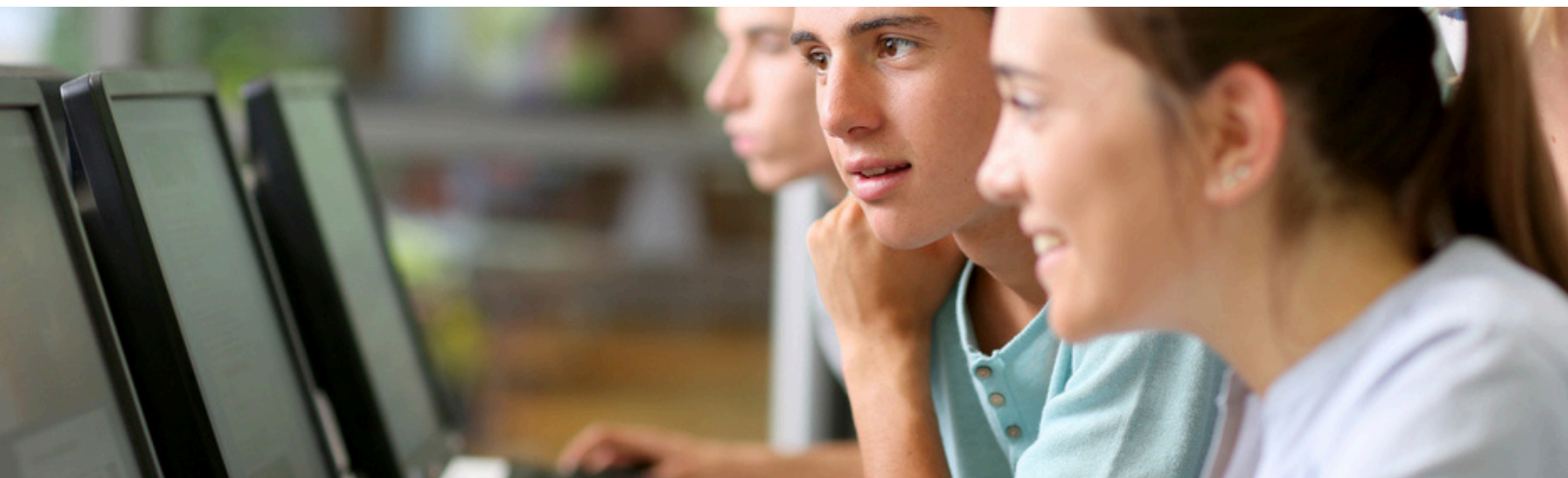
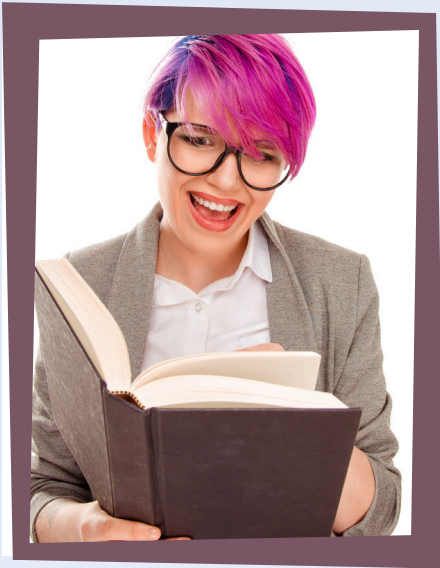


LIBRARIAN I

Open Recruitment
Closing Date: July 16, 2024



PLACENTIA LIBRARY DISTRICT



LIBRARIAN I

\$33.83 - \$43.28 per hour

This is a non-exempt professional position under the general direction of the Adult Services Supervising Librarian.

Key Responsibilities

- Collaborate in cross-department committees and work with other staff to generate program ideas and coordinate development.
- Plans and executes programs, presentations, and participatory experiences for adult patrons.
- Plans, organizes and implements 3rd Grade Civic Center Tours for 9 local schools in partnership with the City of Placentia and PYLUSD teachers, transportation department and food services.
- Works closely with library staff to achieve strong user engagement for the Library.
- Develop and maintain a portion of the adult collection, including selecting, inventory and weeding.
- Provide exemplary information and reference service at a one-point service desk.
- Manages multiple projects simultaneously in a deadline-driven environment.
- Help navigate difficult situations with empathy and patience.
- Responsible for the day-to-day management of the History Room and Memory Lab.
- Responsible for the preservation of sensitive handling materials, storage, inventory, cataloging and organizing of local history materials as time permits.
- Promotes the use of local history materials and may conduct tours.
- Assists in procuring, researching, writing, securing, and executing grants for the Library.
- Performs other duties as assigned.

Education and Experience Needed

Equivalent to a Master's Degree in library and/or information science from a school accredited by the American Library Association. Library experience is highly desirable.

Benefits

The Placentia Library District provides health, vision, dental and disability insurance to eligible employees. The District participates in Social Security and Medicare. Upon achieving eligibility, employees will be enrolled in the District's defined benefit retirement plan.

How to Apply

Applications are available online at www.placentialibrary.org. Candidates can submit their application and resume by email to administration@placentialibrary.org or to the Placentia Library Administration. Resume will not be accepted in lieu of a job application. Incomplete applications will be automatically disqualified. The position closes at 4:00 p.m. Tuesday, July 16, 2024. Interviews will be held on July 29, 2024.

The Placentia Library District is an Equal Opportunity Employer.