

**\*\* CITY OF ALAMOGORDO JOB VACANCY ANNOUNCEMENT \*\***  
**OPEN RECRUITMENT**

Applications are now being accepted for an  
**REFERENCE LIBRARIAN**  
Full-Time Regular Position

**APPLICANTS MUST MEET MINIMUM REQUIREMENTS OF POSITION AS ADVERTISED  
AT TIME OF APPLICATION**

**MINIMUM REQUIREMENTS:**

**EDUCATION:**

**EXPERIENCE:**

Master's degree in library science, plus at least one year of library reference experience; *or* Bachelor's degree, preferably in liberal arts, plus at least two years of library reference experience; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Have MLS or Grade II Library Certification or be able to obtain within 1<sup>st</sup> year of employment.

**SPECIAL JOB**

**DIMENSIONS:**

Knowledge of: current developments in the library field; principles and practices of professional library reference services, including use of traditional and computer reference sources. *Skill/Ability to:* Demonstrate proficiency in both oral and written communication; draft and prepare documents for the media; operate standard office equipment, including fax machine, copier, calculator, microfilm reader and computer using standard word processing, spreadsheet, and library reference software, and establish and maintain effective working relationships with co-workers, other city employees, other local libraries, community organizations, schools, vendors, and the general public.

**WORKING**

**CONDITIONS:**

Library/office environment. Requires standing, walking, stooping and lifting.

**JOB**

**SUMMARY:**

Assists library patrons in locating material and answering reference questions; examines review sources and selects materials for purchase; maintains nonfiction, reference, and periodicals collection.

**SALARY/**

**WAGE:**

Hourly rate: \$14.4165

**POSTING**

**PERIOD:**

Monday, January 30<sup>th</sup>, 2012 until filled

All interested applicants must apply at City Hall.  
Located at 1376 E. Ninth Street, Alamogordo, NM 88310.

**THE CITY OF ALAMOGORDO IS AN EQUAL OPPORTUNITY EMPLOYER**