



EMERY COUNTY

Ferron Branch Librarian & Emery Branch Librarian

Full time with full benefits

Wage Grade 15 @ \$20.60

Manage the assigned branch library/libraries as an integral part of the Emery County Library System under the supervision and direction of the library director. Mentor, lead, and supervise the branch library staff while cultivating a positive, growing, and safe environment and culture within the branch library. Perform administrative and technical functions requiring the full performance knowledge and abilities of a certified librarian. Plan, organize, direct, and coordinate the day-to-day operation of branch libraries, including event programming, collection development, policy enforcement, customer service, outreach, management of branch staff, technology use, management and maintenance of the facilities and resources, delegation of responsibilities, supervision and management of volunteers, and all additional duties as assigned by the library director. Required to work at both Emery Branch Library and Ferron Branch Library, with a 25% minimum of time worked each pay period completed at the Emery Branch Library.

Must be 18 years or older and a high-school graduate or equivalent education; AND/OR two (2) years of progressively responsible library experience or an associate degree; OR an equivalent combination of education and experience. Must speak, write, and communicate effectively in English. Must be computer literate and able to learn new programs; experience with social media advertising is preferred. Previous work experience in a supervisory/mentoring capacity and in libraries is preferred.

General office environment; must be able to lift and/or move 50 pounds or more with assistance. Regularly stand, sit, walk, reach with hands and arms, and use hands/fingers to handle, feel, and operate objects, tools, and controls. Frequently stoop, bend, kneel, crouch, move from sitting to standing position from varied surface heights. Occasionally run, crawl, and climb. Must have a valid Utah Drivers License. Applicants for employment will be required to undergo a background check and a drug test as a condition of employment. Must be a resident of Emery County or willing to relocate.

Deadline for submitting a resume and employment application is September 19, at 5:00 p.m. The employment application can be obtained by calling 435-381-3578 or at www.emerycounty.com

Send or email resume and completed employment application to: Mary Huntington, Emery County Personnel, Box 907, Castle Dale, UT 84513. Email: maryh@emery.utah.gov

Emery County is an Equal Opportunity Employer