

**CITY OF COLUMBIA HEIGHTS  
EMPLOYMENT OPPORTUNITY  
OPEN COMPETITIVE**

DATE: March 14, 2017

**POSITION:** **ADULT SERVICES LIBRARIAN**

**ESSENTIAL  
JOB FUNCTIONS:** Professional librarian work involving the full range of librarian duties and functions. Work involves responsibility for providing library services to patrons and administering programs aimed at adults. Duties include reference work, materials review, adult programs, maintenance of various files and collections, and promoting library use. This position is also invested with making routine professional-level library decisions and may involve directing the work of other personnel. Work is performed under the general supervision of the Library Director and requires considerable independent judgment and initiative. Work is reviewed for compliance with established policies of the library and its patrons.

**REQUIRED  
QUALIFICATIONS:** Master's degree in Library Science from an accredited college or university and three years of responsible professional library experience, OR Bachelor's degree in Library Science from an accredited college or university and five years of responsible professional library experience; one year experience in a public library setting; and one year experience with on-line circulation systems or one year training and/or experience in the operation of computers.

**DESIRED  
QUALIFICATIONS:** One year supervisory experience. Two or more years experience in a public library setting.

**SALARY RANGE:** \$5250 - 5966/month, plus fringe benefits.

**APPLICATION:** Applications are available from the City Hall Information Window, on the City's website at [www.columbiaheightsmn.gov](http://www.columbiaheightsmn.gov), by e-mailing Nancy Becker at [nbecker@columbiaheightsmn.gov](mailto:nbecker@columbiaheightsmn.gov), or by calling 763-706-3606. To be considered for this position, a CITY application form MUST be completely filled out and returned to the HR Director / Assistant to the City Manager, 590 40th Avenue N.E., Columbia Heights, MN 55421 or [kbourgeois@columbiaheightsmn.gov](mailto:kbourgeois@columbiaheightsmn.gov). Position is open until filled with priority given to applications received by 4:30 p.m. Monday, April 3, 2017. Applicants may submit any other data they feel is pertinent to their consideration. Resumes will be accepted in addition to, but not in lieu of, a City application.

**SELECTION  
PROCEDURE:** Applicants will be evaluated on the following criteria:  
Experience and Training 50%  
Oral Interview 50%

**CLOSING DATE:** Position is open until filled. Priority will be given to applications received by 4:30 p.m. Monday, April 3, 2017.

AN EQUAL OPPORTUNITY EMPLOYER ■ M/F/V/H

THE CITY OF COLUMBIA HEIGHTS DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES