

TONOPAH LIBRARY DISTRICT JOB ANNOUNCEMENT

The Tonopah Library District is accepting applications for the position of: Librarian/Acting Librarian. This is a part-time position without benefits, up to 20 hours per week. Compensation: \$18.69 per hour.

MINIMUM QUALIFICATIONS: Applicant must be at least 18 years of age, and possess any combination of training, education, and experience that would provide the required knowledge, skills, and abilities of the position; a typical way to meet these requirements are: graduation from an accredited college or university with a bachelor's degree in Library Science from an American Library Association (ALA) accredited college or university; or graduation with a bachelor's degree in Liberal Arts, Public or Business Administration, or closely related field, and one year of work experience in a library of at least comparable size to that of the District is preferred; or willing to obtain Librarian Certification within a specified period of time, pursuant to NRS Chapter 379.

ESSENTIAL FUNCTIONS: Include but are not limited to the daily operations of the Library in compliance with NRS 379, NAC 379, NRS 380.153 and NAC 380.010; carrying out policies adopted by the Board of Trustees, recommending policy changes; processing bi-weekly payroll, accounts payable, preparing and submitting annual budget to the Department of Taxation; submitting monthly revenue and expenditure reports to the Board of Trustees. Monitoring expenditures to ensure compliance with NRS 354. Attending Board of Trustee meetings, preparing and submitting monthly written reports to the Board. Ensure compliance with state and federal labor laws. Providing direction, training, and supervision of library staff to include scheduling, performance management and disciplinary action when necessary. Maintaining library inventory and maintenance of all assets. Must have a basic knowledge of the operation of computers, fax machines, copiers, and demonstrate good customer service skills. Weekend work may be required.

The Tonopah Library District is a Drug and Alcohol-Free workplace; successful candidates will be required to submit to a pre-employment drug screen and full background check; employment is contingent upon successful completion of this process.

FILING INFORMATION: Applications and a complete job description may be obtained online at www.TonopahNevada.com/job-listings/ or picked up in person at the Tonopah Town Office, located at 140 South Main Street or the Tonopah Library at 167 Central Street, Tonopah, NV. Completed applications (resumes are accepted when attached to a completed application) **This position is open until filled.**

The Town of Tonopah and the Tonopah Library District are equal opportunity providers and employers. The Town of Tonopah and Tonopah Library District do not discriminate on the basis of race, color, national origin, age, religion, gender/sex, disability, or any of the protected classes within the State of Nevada. If you require assistance or special accommodations with the application process, please contact Becky Braska at the Tonopah Town office at (775) 482-6336.