

A large, light blue watermark of the Buena Park Library District logo is centered in the background. The logo features a circular emblem with a sunburst design and the text 'BUENA PARK LIBRARY DISTRICT' around the top edge. Below the emblem, the letters 'BPLD' are prominently displayed. At the bottom of the logo, a ribbon banner contains the years '1919' on the left and '2019' on the right.

**BUENA PARK LIBRARY DISTRICT**

**WE'RE HIRING!**

Librarian I

**APPLICATION DEADLINE:  
MONDAY, APRIL 22, 2019 AT 5:00PM**

Are you an enthusiastic professional with excellent customer service skills? Join the Buena Park Library and be a part of our awesome team!



## EMPLOYMENT OPPORTUNITY FULL-TIME LIBRARIAN I - ADULT SERVICES

The Buena Park Library District is seeking an enthusiastic professional with excellent customer service skills. The ideal candidate will have strong reference and collection development experience, knowledge of cataloging awareness of technology trends in libraries, and the creativity to contribute towards Library programs. Bi-lingual English/Korean highly desirable.

**Annual Salary:** \$55,577 -- \$76,044

**Last day to apply:** 5 pm, Monday, April 22, 2019

**Duties:** Performs professional duties, including reference, reader's advisory, collection development, cataloging, acquisitions, and program planning for all library patrons. Works at the Public Services Desk and assists library patrons in using the Computer Center. Required to act as Librarian-in-Charge, as needed. Interacts with community groups to provide information about library services and resources. May train and supervise clerical employees and/or volunteers. Contributes towards content creation for the library's social media presence.

**Hours:** Full-time position, including evenings and Saturdays.

**Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and have excellent interpersonal skills. The requirements listed below are representative of the knowledge, skills and/or ability required.

**EDUCATION:** Master's degree in Library Science (MLS or MLIS) from a regionally accredited library school. Public library experience preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must possess a valid California driver's license and have access to an insured vehicle.

**LANGUAGE SKILLS:** Ability to communicate easily and rapidly with customers in English. Ability to read, analyze and interpret job-related information and professional journals. Ability to write and deliver speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to management and public groups.

**PHYSICAL DEMANDS:** See job description for these details. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Benefits:** Benefit package includes health, dental, vision, life and LTD plans. PERS retirement program (employee pays employee contribution). Deferred compensation plan. Twelve (12) paid holidays. Two weeks vacation. Sick leave accrual at the rate of eight hours per month.

**Application Procedure:** Download an application from the library website at [www.buenaparklibrary.org](http://www.buenaparklibrary.org), or call 714-826-4100 Ext. 120 and ask that an application be mailed to you. Mail resume and application to: Buena Park Library District, Attn: Library Administration, 7150 La Palma Avenue, Buena Park, CA 90620, or email to [psalas@buenapark.lib.ca.us](mailto:psalas@buenapark.lib.ca.us), or fax to 714-826-5052. Information is also available in the Administrative Offices on the 2nd floor.

For further information, please contact Library Administration, 9 a.m. to 5 p.m., Monday through Friday, at 714-826-4100 x120.

Applicants with disabilities who require special testing accommodations must contact Administration prior to the filing date. Admission to competitive examination may be limited to those whose applications show the best combination of qualifications in relation to the requirements and duties of the position. The successful candidate may be required to undergo a reference/background check and pass a post offer pre-employment medical examination, which will include a drug/alcohol screening. New employees must provide documentation to establish both work authorization and identity. The Buena Park Library District does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in employment or provision of services.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked. Acceptance of an application does not necessarily mean qualification for the final employment list.