



JOB ANNOUNCEMENT

THE TOWN OF PATAGONIA
IS ACCEPTING APPLICATIONS FOR A
LIBRARY DIRECTOR

32-40 HOURS PER WEEK

FOR APPLICATION AND JOB DESCRIPTION CALL

PATAGONIA TOWN HALL

MONDAY THRU FRIDAY AT

(520) 394-2229

OR GO ONLINE AT

Patagonia-az.gov UNDER POSITIONS AVAILABLE

AND FOLLOW INSTRUCTIONS

POSITION OPEN UNTIL FILLED

EEOC

November 1, 2024

Posted: Town Hall

Patagonia Public Library

Post Office Bulletin Board

Online at www.patagonia-az.gov/positionsavailable



Patagonia Public Library
Job Title: Library Director

32-40 hours per week

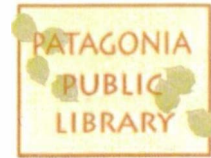
Schedule must be flexible to include additional evening and weekend work as programs and fund-raising events dictate. Occasional travel is required to attend conferences and training.

Under the supervision of the Town Manager and with input from the Library Advisory Board, the Library Director performs highly responsible financial, personnel and library management related functions. This employee works with financial accounts from multiple sources and performs leadership and supervisory responsibilities, which include making recommendations for changes to or creating new library policies. The Director is responsible for collecting accurate data to input when preparing the annual Arizona State Library report, quarterly County reports and monthly Town reports.

This position executes front line tasks related to collection development, circulation and cataloging of library materials and has an emphasis on managerial skills. The position includes developing, facilitating and scheduling adult and youth programming, creating associated publicity, offering patron technical support and readers' advisory. The Director researches and applies for grants. The position provides consistent, courteous and sincere customer service to patrons and library staff. The Director works closely with the Friends of the Library's fund-raising efforts and continually promotes the library.

Duties and Responsibilities:

- Manage the library's financial activities while working with the Town Manager to create the annual Library budget, and work with the Friends of the Library to develop an annual Library budget.
- Purchase Books and Media for both physical and online circulation and send purchase requests to the Town Manager for supplies.
- Weeding circulation when necessary.
- Approve employee timesheets for processing by the Town of Patagonia.
- Prepare invoices for payment by the Town of Patagonia and the Friends of the Library.
- Document Town and Friends account expenditures.
- Research and apply for grants and document grant fund expenditures.
- Create Staff Schedule, manage employees and possible volunteers.
- Assist library patrons, as needed, on the desk, phone, via email and on computers
- Occasionally perform various light custodial tasks as needed, such as dusting, emptying waste baskets, cleaning library materials, etc.
- Attend Town and Library staff meetings.
- Attend Library Advisory Board and occasional Friends of the Patagonia Library meetings.



Patagonia Public Library

Job Title: Library Director

- Perform any duty, as needed, to maintain a safe and efficient workplace.
- Perform other duties consistent with the responsibilities of the position.
- Attend continuing education and training, virtually and in person.
- Works closely with IT manager.

Knowledge, Skills and Abilities Required:

- Bachelor's or Master's degree in library science and/or experience in the library field preferred/experience in managerial related fields.
- Bookkeeping or related experience desired.
- Skilled in using technology, troubleshooting technology problems.
- Have strong oral and written communication skills.
- Have strong organizational skills.
- Have ability to multi-task.
- Have ability to self-start tasks.
- Have ability to complete duties and tasks.
- Have ability to effectively manage a staff.
- Ability to interact courteously and effectively with the public, businesses and staff.
- Ability to provide patron assistance in use of computers, tablets and e-readers.
- Ability to establish and maintain effective, cooperative and courteous working relationships with partners, the public, co-workers and supervisors.
- Knowledge of Book Industry Standards and Communications, BISAC.

Physical demands of the Position:

- Frequent standing, walking, stooping, kneeling, crouching and sitting.
- Lifting and carrying up to 50 pounds.
- Pushing and pulling objects weighing as much as 120 pounds on wheels.
- Talking and hearing; use of the telephone.
- Ability to reach up to seven feet to retrieve and replace books with a stool or ladder.
- Ability to bend to the floor level to retrieve and replace books.
- Ability to operate hand tools and occasionally a battery drill.

The person in this position is expected to be self-motivated, innovative and an active participant in the creation, planning, organizing, implementing and evaluating services and programs. The ideal candidate is enthusiastic, passionate and has knowledge of the community and region the library serves.

Town of Patagonia



P.O. Box 767

Patagonia, AZ 85624

Phone: (520) 394-2229 Fax: (520) 394-2861

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Date _____
Name _____
Last First Middle Maiden
Present Address _____
Number Street City State Zip
Telephone Number(s) _____ Social Security No. _____ - _____ - _____

Best time to contact you at home is: _____ : _____ a.m./p.m.

If you are under 18 years of age, can you provide required proof of your eligibility to work? _____ Yes _____ No

Have you ever filed an application with us before? _____ Yes _____ No
If yes, give date _____

Do any of your relatives work here? _____ Yes _____ No
If yes, state name, relationship and location _____

Position applied for _____ Date Available for Work _____ / _____ / _____

Employment desired: _____ Full Time _____ Part Time Only _____ Full or Part-Time

What is your desired salary range ? _____ +/-

Are you currently employed? _____ Yes _____ No

May we contact your present employer? _____ Yes _____ No

Are you currently on "lay-off" status and subject to recall? _____ Yes _____ No

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APPLICATION FOR EMPLOYMENT

Do you have a Driver's License? Yes No

Have you ever been convicted of a crime? Yes No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

EDUCATION

Type of School	Name of School	Location (Complete mailing address)	Course of Study	Diploma/Degree
Business Or Trade School				
Graduate/Professional School				
Other				

Have you ever been in the Armed Forces? Yes No

Are you now a member of the National Guard? Yes No

Specialty _____ Date Entered _____ Discharge Date _____ Type of Discharge _____

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APPLICATION FOR EMPLOYMENT

WORK EXPERIENCE

Please list your work experience for the past five years beginning with your most recent job held. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. Attach additional sheets if necessary.

Name of Employer	Name of Last Supervisor	Employment Dates	Pay or Salary
Address City, State, Zip Code Phone Number		From:	Start
		To:	Final
Your last job title			
Reason for leaving (be specific)			
List the jobs you held, duties performed, Skills used or learned, advancements or promotions while you worked at this company.			
May we contact your former employer? Yes No			

Name of Employer	Name of Last Supervisor	Employment Dates	Pay or Salary
Address City, State, Zip Code Phone Number		From:	Start
		To:	Final
Your last job title			

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Reason for leaving (be specific)

List the jobs you held, duties performed, Skills used or learned, advancements or promotions while you worked at this company.

May we contact your former employer?

Yes No

Name of Employer	Name of Last Supervisor	Employment Dates	Pay or Salary
Address City, State, Zip Code Phone Number		From:	Start
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Your last job title			

Reason for leaving (be specific)

List the jobs you held, duties performed, Skills used or learned, advancements or promotions while you worked at this company.

May we contact your former employer?

Yes No

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APPLICATION FOR EMPLOYMENT

SPECIALIZED/PROFESSIONAL EXPERIENCE

ADDITIONAL INFORMATION

State any additional information you feel may be helpful to us in considering your application. _____

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

Yes No

PROFESSIONAL REFERENCES - Do not include family members

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

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APPLICATION FOR EMPLOYMENT

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without previous notice.

Signature of Applicant

Date

IF YOU HAVE A RESUME, PLEASE ATTACH IT TO THIS APPLICATION.

DO NOT WRITE BELOW THIS LINE

REMARKS:

PAT Revised 11 01 2024



**TOWN OF PATAGONIA NEW HIRE BENEFITS
AND TIME SCHEDULE AS TO WHEN THEY START**

UNIFORMS: AFTER YOU PASS YOUR 6-MONTH PROBATIONARY PERIOD THIS BENEFIT IS PROVIDED BY THE TOWN. PLEASE GIVE YOUR PANT AND SHIRT SIZES TO ANDREA. WHEN YOU PASS YOUR 6-MONTH PROBATIONARY PERIOD, WORK BOOTS ARE TO BE BOUGHT BY THE EMPLOYEE WITH A PURCHASE ORDER ISSUED BY THE TOWN IN JANUARY OF EACH YEAR OF EMPLOYMENT. YOU WILL NEED TO GIVE ANDREA THE SIZE JACKET YOU WEAR AND OUR UNIFORM SUPPLIER WILL FURNISH IT TO YOU. JACKETS WILL BE GIVEN EVERY TWO YEARS. THIS BENEFIT IS FOR THE ENTERPRISE FUND EMPLOYEES. TOWN LOGO POLO SHIRTS CAN BE PROVIDED TO ADMINISTRATIVE AND LIBRARY EMPLOYEES.

HEALTH, VISION, DENTAL & LIFE INSURANCE: AFTER 60 DAYS ON THE JOB, 100 % OF THE HEALTH BENEFIT FOR THE EMPLOYEE IS PROVIDED BY THE TOWN. IF YOU CHOOSE TO ADD YOUR FAMILY TO THE HEALTH PLAN, THEIR COST WILL BE DEDUCTED FROM YOUR CHECK.

ARIZONA STATE RETIREMENT SYSTEM: AFTER 20 CONSECUTIVE WEEKS ON THE JOB THE PERCENTAGE ALLOTTED FOR THE YEAR WILL BE WITHHELD FROM YOUR CHECK WITH THE TOWN MATCHING YOUR CONTRIBUTION. THIS BENEFIT IS NOT OPTIONAL.

PAYCHECKS ARE ISSUED BI-WEEKLY AND YOU CAN CHOOSE BETWEEN DIRECT DEPOSIT OR A PAPER CHECK.

VACATION HOURS ARE ACCRUED BASED ON YEARS OF SERVICE.

SICK LEAVE IS ACCRUED AT 4 HOURS PER PAY PERIOD FOR FULL TIME EMPLOYEES AND PART TIME EMPLOYEES RECEIVE 5% OF THEIR HOURS FOR THE TIME WORKED.