CITY of OMAHA HUMAN RESOURCES DEPARTMENT
DEBORAH K. SANDER, DIRECTOR
Posted: August 22, 2022 This exam is **OPEN COMPETITIVE & CLOSED COMPETITIVE** for:

LIBRARIAN II

Application Deadline: **September 21, 2022**

Nature of Work: This is professional library work managing the operations of a branch library or major division. Work includes expending branch or departmental budgets; implementing policies; providing customer service; promoting library services; and planning and directing the work of subordinate professional, para-professional, and clerical personnel.

Education and Experience Requirement: ***(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*** Master of Library Science degree or Master of Science in Library or Information Science degree from a program accredited by the American Library Association (ALA). AND Three (3) years of experience in professional library work, and if assigned to computer hardware/software maintenance duties, that library experience includes two (2) years of experience in the installation of computer hardware and the installation and modification of software packages.

Special Qualifications: Must register for Nebraska Public Librarian Certification through the Nebraska Library Commission within 30 days of the hiring date. Must complete necessary continuing education requirements to keep certification current while employed by the Omaha Public Library. Must be able to transport oneself or coordinate transportation to locations throughout the City during the course of the work day. Must be able to work flexible schedules that include evenings and weekends.

Who Can Apply: Eligibility lists will be created for one Closed Competitive list and one Open Competitive list. Applicants for the Closed competitive lists must be a current or former City of Omaha employee in any of the following categories: Part-time, Seasonal, Classified, Unclassified, or Probationary, who has worked, at the time of application, at least 1,040 cumulative hours within the last 5 years and has been employed by the City at sometime within the last 18 months and who meets the qualifications as set forth in the posting. Applicants for the Open Competitive list shall be all other persons who meet the qualifications as set forth in the posting.

How To Apply: Completed City of Omaha employment applications must be submitted using the on-line application from the City website. It is the sole responsibility of the applicant to check and ensure that any and all required application materials and supplemental forms are received by the City of Omaha Human Resources Department by the stated deadline. You may confirm receipt of any materials and forms by contacting the Human Resources Department. If the materials are not received in the Human Resources Department by the stated deadline, they will not be considered. There will be no exceptions to this rule.

Contact Points: City of Omaha, Human Resources Department, 1819 Farnam St., Suite 506, Omaha, NE 68183
Phone: (402) 444-5300 Fax: (402) 444-5317; Web: www.cityofomaha.org Email: peremploy@cityofomaha.org

Required Forms: On-line Application: including Applicant's Authorization to Release Information, Equal Employment Opportunities Form (Record Keeping Only) and ADA notice.

Examination Information: The examination will consist of a structured oral interview, which will be scheduled for a later date for candidates who have had their application reviewed by a recruiter and accepted for the position. The structured interview is designed to assess job-related knowledge, skills, and abilities for this position. The final eligibility list will be assembled from those candidates achieving a passing score of 60% on the structured interview (100% weight).

Salary Range: $66,102.40 with step increases to $81,203.20 Annual

Benefits: Forty-hour work week; twelve days of paid vacation per year for the first five years, sick leave, and twelve paid holidays. The City offers an employee group health insurance which includes major medical for individual or Family plan; Cash Pension Program, plus Social Security. See our website at www.cityofomaha.org (under the Employment section, Benefits link) for detailed information.

Conditions of Employment: Candidates must provide proof of U.S. citizenship or proof of permanent residence or authorization to work. The City of Omaha reserves the right to conduct criminal history, driving record, reference and credit checks and a background investigation on applicants for employment. Successfully passing a criminal background review, reference check, and if applicable, a credit check, is required as a condition of employment. If applicable, the City will require that you successfully pass a review of the driver's license, driving abstract, a pre-employment drug test, a hearing test and a back screening examination as a condition of employment. Failure to provide the information requested in the application process in a truthful, accurate and complete manner may result in disqualification, revocation of conditional employment or termination. APPLICANTS REQUIRING AN ACCOMMODATION FOR THE EXAMINATION BECAUSE OF A DISABILITY SHOULD ADVISE THE HUMAN RESOURCES DEPARTMENT AT THE TIME OF APPLICATION OR AT LEAST 48 HOURS PRIOR TO THE EXAMINATION BY EMAILING peremploy@cityofomaha.org

Veteran's Points: For Open Competitive Applicants: To claim 5 points for Veteran's preference, you must submit proof of service (such as a DD-214) that includes date of induction, date of honorable separation, and date of honorable separation, and Social Security number. (You must have completed more than 180 consecutive days of active duty.) To receive an additional 5 points credit for disability, you must submit proof of eligibility from Veterans Administration dated within the last 12 months. This information must be submitted to the Human Resources Department by 9/21/2022.

Knowledge, Skills & Abilities: Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks. Knowledge of standard library principles, procedures, services, and materials. **FOR A COMPLETE DESCRIPTION OF THE JOB CLASSIFICATION GO TO THE CITY OF OMAHA WEBSITE hr.cityofomaha.org** **EOE**