

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

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Announces
the Position of
Library Technician I

Location: Utah Schools for the Deaf and the Blind
Salt Lake Campus
1655 E. 3300 S.
Salt Lake City, UT 84106

Announcement No. 58-10
Schedule B
DPR 50481/6343

JOB SUMMARY Under the supervision of the Educational Resource Center (ERC) librarian, processes new library materials by typing labels, adding property stamps or labels, adding barcodes, taping, etc.; maintains records; works at the circulation desk; assists patrons; shelves ERC materials in the appropriate locations; checks materials in and out; answers questions; drives materials between multiple locations for the inter-library loan program; interacts with teachers, students and members of the public (including teachers, students, and others who communicate using American Sign Language); answers phones; fills requests; performs library reference work and makes general recommendations about library materials to be purchased; handles special projects as assigned by the ERC librarian or director; performs other duties as assigned.

JOB REQUIREMENTS/SKILLS Knowledge of library practices and procedures, library materials and indexes, public relations. Ability to communicate effectively in both oral and written form; learn computer programs, pay careful attention to detail and work within a structured setting; work independently and manage time effectively; work with disabled children as well as teachers and other adults. Strong preference will be given to applicants with American Sign Language (ASL) fluency. There are moderate physical requirements, including lifting and moving library materials. Must be able to lift and carry up to 50 pounds repeatedly during the day. Physical requirements are related to the essential functions of this position. Travel to various school sites is required. Must be able/willing to drive between Ogden and Salt Lake City at least weekly. Must have and maintain a valid Utah driver license and clean driving record. Employee hired for this recruitment will be subject to the Driver Eligibility standards found at the following link: <http://www.rules.utah.gov/publicat/code/r027/r027-007.htm#T3>. Successful completion of criminal background check is required for this position.

SALARY AND BENEFITS State of Utah Step 32, \$12.58 per hour. This position is eligible for full benefits including medical, dental, life insurance, long term disability insurance, 1.5% employer contribution to 401(k), annual and sick leave, holiday pay, pension, and other valuable benefits. The State requires employees to receive their pay through Direct Deposit or EPPICard.

ASSIGNMENT PERIOD This is a full-time, twelve month per year position. Work schedule Monday through Friday, 8:00 a.m. to 5:00 p.m.

OPENING DATE: September 23, 2010

CLOSING DATE: September 29, 2009

HOW TO APPLY: To be considered for this position, you must register and submit an electronic application and resume with the Utah Job Match on-line system at <https://statejobs.utah.gov>. The requisition number for this position is 22070.

Reasonable accommodation is provided in the interview process for known disabilities of otherwise qualified applicants. To request a reasonable accommodation in the interviewing process, please contact the Human Resource Office, (801) 629-4705 or (801) 629-4726, at least 24 hours prior to the interview.

The State of Utah, Executive Branch, participates in the Federal Employment Eligibility Verification Program (E-Verify). If hired, your continued employment will be contingent upon confirmation of your employment eligibility through the E-Verify Program.

Utah Schools for the Deaf and the Blind is an Equal Opportunity Employer and provides reasonable accommodation to the known disabilities of applicants.