



BEATRICE
CITY • BOARD OF PUBLIC WORKS

CITY HALL

400 Ella Street | Beatrice, NE 68310
Phone: 402.228.5200 Fax: 402.228.2312

SERVICE CENTER

500 North Commerce Street | Beatrice, NE 68310
Phone: 402.228.5211 Fax: 402.223.5181

YOUTH SERVICES LIBRARIAN

GENERAL DUTIES

- Selection and cataloging of books, infant-teenagers.
- Providing programs for infant-teenager age groups.
- Handle all publicity for youth programs, including local media in all formats.
- Plan and implement programs for youth of all ages.
- Prepare budget for youth services program.
- Supervise Clerk I and Clerk II employees.
- Serve as Acting Director in absence of Director.
- Other duties as assigned.

QUALIFICATIONS

- High school diploma or equivalent.
- Must be at least eighteen (18) years of age.
- Knowledge of current library technology.
- Master's Degree in Library Science or equivalent experience in children's programming preferred.

COMPENSATION

Starting hourly rate for this position is \$18.00, plus benefits. The City of Beatrice offers the following benefits to its employees:

- Employer paid health insurance.
- Dental and eye care insurance.
- Vacation, personal, and medical leave.
- Retirement plan and deferred compensation plans.
- Life insurance and long term disability.
- Flex pay health reimbursement account.

APPLICATION PROCESS

Applications are available in the City Clerk's Office or online. Send application or resume to the following address:

City Clerk
400 Ella Street
Beatrice, NE 68310

Applications must be received by 5:00 p.m. on October 2, 2015.