

NEVADA LEGISLATIVE COUNSEL BUREAU
Carson City, Nevada



ASSISTANT LIBRARIAN
(Permanent Position)

The Legislative Counsel Bureau (LCB) is the full-time, central, nonpartisan staff of the Nevada Legislature. The Assistant Librarian is assigned to the Research Division's Research Library. The Research Division is the general information, policy analysis, and service arm of the Nevada Legislature. The Research Library provides professional library services for legislators, legislative staff, state and local government agencies, and the public.

Please review the following pages for the minimum qualifications and job description.

The Research Division is recruiting to fill this permanent position on or after April 9, 2018. This position will be based in the Carson City office of the LCB.

Salary and Benefits

The salary range is \$50,509 to \$75,147 (Grade 36) annually (employee/employer paid retirement), depending on qualifications and experience. Benefits include paid holidays, annual leave, sick leave, a retirement plan, and health insurance.

Applicants must submit a Legislative Counsel Bureau Employment Application ([click here](#)) and a letter of interest with résumé to Ken Kruse, Human Resources, Legislative Counsel Bureau, 401 South Carson Street, Carson City, Nevada 89701-4747 (Telephone: 775/684-6966; Fax: 775/684-6965). Email may be used to transmit your application, letter, and résumé. Please use MS Word format or PDF and send to kkruse@lcb.state.nv.us.

Closing Date: March 9, 2018 at 5 p.m.

NOTE: The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate based on race, creed, color, national origin, sex, sexual orientation, gender identity or expression, age, political affiliation, or disability.

ASSISTANT LIBRARIAN (Permanent Position)

Annual Salary Range: \$50,509 to \$75,147 (Grade 36)
(Employee/employer paid retirement)

DEFINITION OF CLASS

The Assistant Librarian works under the general supervision of the Legislative Librarian. He or she provides professional library services for legislators, legislative staff, state and local government agencies, and the public, including:

- Answering questions about legislative materials, the Nevada Legislature's website, and Nevada government;
- Researching the history of Nevada legislation, legislators, and the Legislature;
- Providing assistance and training in locating background and historical information on various topics;
- Maintaining portions of the legislative website;
- Executing special projects related to the preservation and digitization of legislative materials; and
- Creating and maintaining databases of legislative information. In addition to the Library's catalog, these databases cover bill histories, legislators, and reports to the Legislature, among other things.

All work is performed on a professional, nonpartisan basis.

MINIMUM QUALIFICATIONS

Education and Experience

A master's degree, or significant coursework toward a master's degree, from a library or information studies program accredited by the American Library Association is required. Two years' experience in a library or legislative office is required, with at least one of those years at a professional level. Experience with websites and database development and maintenance is highly desired, but not required.

Knowledge, Skills, and Abilities

The ideal candidate must have exceptional analytical and organizational skills, excellent written and oral communication skills, and strong reference, research, and information analysis skills. The Assistant Librarian must also be able to conduct an effective reference interview and perform his or her work with a high level of accuracy, consistency, and thoroughness. Being detail-oriented is critical. The Assistant Librarian

must be able to organize and prioritize assigned tasks, work under pressure, and handle multiple projects, often with varying deadlines.

The ideal candidate must be a “self-starter,” take initiative, and work independently with little supervision, while maintaining a positive, professional, and friendly customer-service approach. He or she must possess the ability to work with a broad range of people without letting personal opinions influence work procedures or products. Discretion and the maintenance of strict confidentiality are required.

Finally, as the Research Library now offers many of its services online and maintains a number of informational databases, the Assistant Librarian must possess a high aptitude for technology. He or she must have the desire and ability to learn new skills on a regular basis, evolving with the job as the Research Library enhances and expands its role in technical applications and customer service.

This position typically works Monday through Friday, 8 a.m. to 5 p.m., due to the need to maintain reference desk coverage. Regular attendance is required. Overtime and weekend hours will be required during legislative sessions and may be required between legislative sessions.

The following skills are also highly preferred:

- An understanding of the legislative process and the organization, policies, and practices of the Legislature;
- Experience in and the aptitude for training others (both staff and public) and developing training materials;
- Knowledge of concepts in information architecture and user experience;
- Digital preservation knowledge and experience;
- Knowledge of social media platforms, such as Facebook and Twitter, and the use of these tools from an organizational standpoint to engage users; and
- Proficiency in:
 - Microsoft Office applications, Adobe Acrobat Pro, and Adobe Creative Suite (particularly Dreamweaver, InDesign, and Illustrator) or similar tools;
 - Inmagic DB/TextWorks, DB/Text WebPublisher PRO, and Presto;
 - Web design skills (HTML/CSS/JS, responsive design, best practices); and
 - Database management systems (an ability to maintain, design, create, and manipulate databases).