CITY of OMAHA HUMAN RESOURCES DEPARTMENT
DEBORAH K. SANDER, DIRECTOR
Posted: August 22, 2022 This exam is OPEN COMPETITIVE for:
LIBRARY TECHNOLOGY SPECIALIST

Application Deadline:
September 13, 2022

Nature of Work:
This is technical work providing ongoing support of information systems and processes critical to the services and operations of the Omaha Public Libraries. Work involves the operation, evaluation, recommendation, and installation of hardware and software. Responsibilities also include providing on demand support for staff and serving as a liaison with the Douglas/Omaha Technology Commission (DOT Comm) to ensure adherence to established City standards and practices. An incumbent in this position works both independently and as part of a team with guidance from a supervisor.

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.) Bachelor’s degree in Information Technology or related field OR two years of college AND Five years of experience in information technology and computer support.

Who Can Apply:
Any person who meets the qualifications and other requirements described in this posting.

How To Apply:
Completed City of Omaha employment applications must be submitted using the on-line application from the City website. The City 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 training and experience form designed to assess job-related knowledge, skills and abilities of the position. The training and experience form will be given to candidates who have had their applications reviewed by a recruiter and accepted to test for the position. The form must be completed and returned to the Human Resources Department by September 21, 2022 (passing score 60%). Final eligibility list will be an overall score with the Training & Experience form weighted 100%.

Salary Range:
$55,348.80 with step increases to $69,534.40 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 9/2/2022.

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. Ability to learn and adapt to advances in computer and electronics device technology and software. Ability to effectively train and teach others the basics of personal computers and software applications. Strong analytical, troubleshooting, and problem-solving Skills Ability to conceptualize and prioritize objectives and organize work effectively. Ability to manage multiple projects and assignments concurrently and effectively. Ability to understand oral or written instructions Ability to adhere to safety policies, procedures, and guidelines. Ability to establish and maintain effective working relationships with fellow employees and members of the general public. Ability to stand, walk, and bend from 76 to 100% of the time; reach, stoop, squat, crouch, and push from 51 to 75% of the time; and climb, balance, kneel, crawl, pull, and sit up to 25% of the time. Ability to use up to fifty (50) pounds of force up to 33% of the time, up to twenty (20) pounds from 34 to 66% of the time, and up to ten (10) pounds of force from 67 to 100% of the time to move objects.

FOR A COMPLETE DESCRIPTION OF THE JOB CLASSIFICATION GO TO THE CITY OF OMAHA WEBSITE
hr.cityofomaha.org
EOE