



Metropolitan Government of Nashville & Davidson County

Department of Human Resources
Invites Applications For The Position Of:

Program Specialist 2-Library Services for the Deaf & Hard of Hearing-Nashville Public Library #16163E

Must apply on line at: www.nashville.gov
Open Competitive Job Announcement

SALARY: \$36,853.92/ Year

ISSUE DATE: 01/13/2016

FINAL FILING DATE: 01/19/2016

Position Description:

This is a Civil Service position located at the Nashville Public Library. This position serves as a part of the team that is actively involved in the development, implementation and promotion of the LSDHH and Equal Access programs at the Nashville Public Library. This includes, but is not limited to assuming direct responsibility for providing in-depth reference and circulation services to the public; website maintenance; program development and implementation, as assigned; providing sign language interpreting services for the library system, as needed; performing general administrative duties; and serving as a liaison to community agencies and organizations. Performs related duties as required.

*******This posting may also be used to fill a grant-funded position.*******

Major Job Responsibilities

- Provides direct library reference and circulation services to the public, on the telephone and in-person, to people who are hearing, hard of hearing, deaf and deaf-blind.
- Works at the Equal Access public service desk that also provides services to people with vision loss and other disabilities.
- Provides information and training on utilizing adaptive technologies.
- Performs LSDHH collection acquisitions.
- Actively participates in updating the LSDHH website which includes databases, calendar events, and more.
- Responsible for dissemination and monitoring of information about the program via social media.
- Keeps abreast of current developments and trends in all areas related to hearing loss.
- Performs general administrative and paraprofessional duties.
- Writes narrative and statistical reports and keeps accurate records.
- Participates in the development, implementation, and promotion of children's teen, and adult programs.
- Provides outreach services to special populations and the public.
- Develops and presents programs to the staff and public regarding subjects relating to LSDHH, hearing loss, and other disabilities.
- Serves as an "authority" in the field of deafness and hearing loss.
- May function as the person-in-charge in the absence of supervisor.
- Assumes responsibility for special projects, as assigned.
- Serves as an in-house interpreter for the Nashville Public Library, as needed.
- Adheres to Library Customer Service Guidelines.

Minimum Requirements:

Bachelor's Degree from an accredited college or university. Two (2) years of experience working with the public. Must possess a sign language interpreting certification (e.g. NIC, EIPA Level 4.0 or above, CDI, etc.) OR successfully complete a sign language interpreting exam prior to employment.

Candidates with accreditations earned in a foreign institute are encouraged to apply.

Note: Per Metro Ordinance No. SO94-1078. All employees of the Metropolitan Government shall be residents of the State of Tennessee or become residents of the state within six (6) months of employment as a prerequisite to employment with the Metropolitan Government.

Preferred Knowledge/Abilities/Experience:

- Master's Degree in field relating to hearing loss (e.g. Deaf Education, Special Education, Sign Language Interpreting, Audiology, Speech Pathology, etc.)
- RID/NAD Sign Language Certification
- Demonstrated proficiency of oral and written communication skills
- Telephone and in-person reference experience
- Knowledge of library materials, collections, and services
- Knowledge of Microsoft Word, Excel, and Access
- Ability to learn and utilize publishing, database, and website software
- Ability to create and deliver Adult, Young Adult, Teen and Children's Programs

****An Incomplete application or missing documents may result in disqualification.**
Fill in complete work history, do not attach resume in lieu of requested information.**



Requests for ADA accommodation should be directed to david.sinor@nashville.gov or (615) 862-6735.