



## **Free Resources for Job Seekers** **at the Pima County Public Library**

**[www.library.pima.gov](http://www.library.pima.gov)**

**Infoline: 791-4010**

### **Featured Resources:**

▶ **Need Help? Contact the Library:**

Library Infoline: 791-4010

E-mail the library: [AskALibrarian@pima.gov](mailto:AskALibrarian@pima.gov)

▶ **Resources for job seekers** See pages 2-4

▶ **Locate potential employers with ReferenceUSA** See pages 5-6

# Resources for Job Seekers

Start with the Pima County Public Library

Jobs Internet page at:

[www.library.pima.gov/research/guides/jobs.php](http://www.library.pima.gov/research/guides/jobs.php)

## Databases

### Money Matters

**Research & Resources**

- Databases & Online Collections
- Info Guides by Topic
- Search Engines
- Digital Downloads
- Business Info Center
- Grants & Nonprofit Info Center
- Education & Learning Info Center
- Health & Wellness Info Center
- Special Collections
- Return to Research & Resources

**Quick Links**

- Ask a Librarian
- Homework Help
- Database Access Code
- Library Cards

**Research & Resources**

**Jobs**

**ON THIS PAGE:**

- [Library Jobs](#)
- [Local Job Openings](#)
- [National Job Openings](#)
- [Where to Go for Job Hunting Help and Unemployment](#)
- [Your Rights at Work](#)
- [Library Resources for Tutoring, Skills-Building & Test Prep](#)

**RELATED TOPICS:**

- [Job Preparation](#)
- [Jobs in the Nonprofit Sector](#)
- [Jobs Openings at the Library](#)
- [Financial Help for Individuals](#)
- [Fax Service at the Library](#)

**Local Job Openings**

- [Arizona Workforce Connection](#)  
Search for jobs in the state or select a specific county or city.
- [City of Tucson Human Resources](#)  
Job descriptions, salary & application info; includes all jobs at the City of Tucson.
- [Arizona Workforce Informer](#)  
The Department of Economic Security Employment is the state agency that coordinates jobs program in Arizona.
- [Library Jobs](#)  
See what job openings are available at the library.
- [Pima Community College](#)  
Career Fair information; job openings at PCC; job openings for PCC students in Tucson.
- [Pima County Community Services](#)  
Coordinates various employment programs and training for adults, homeless persons, and youths, including the Regional Reemployment Center.

**Info Center**

- [Business Info Center](#)

**Info Guides**

**Money Matters**

- [Affordable housing](#)
- [Choosing a Career](#)
- [Consumer Info](#)
- [Currency Exchange](#)
- [Debt & credit counseling](#)
- [Emergency assistance](#)
- [Financial aid for school](#)
- [Financial help for artists](#)
- [Financial help for individuals](#)
- [Financial help for writers](#)
- [Giving to Charities](#)
- [Home care assistance](#)
- [Home repair assistance](#)
- [Homelessness](#)
- [Housing financial help](#)
- [Investing](#)
- [Jobs](#)
- [Job Preparation](#)
- [Jobs in the Nonprofit Sector](#)
- [Job Openings at the Library](#)
- [Medical bills and home care assistance](#)
- [Rent, financial assistance](#)
- [Scholarships](#)
- [Tax Info](#)
- [Utilities financial assistance](#)
- [Wage Surveys](#)

Have a Question? Ask a Librarian!

Local Intranet: 100%

## Free Pima County Public Library Jobs & Careers Databases

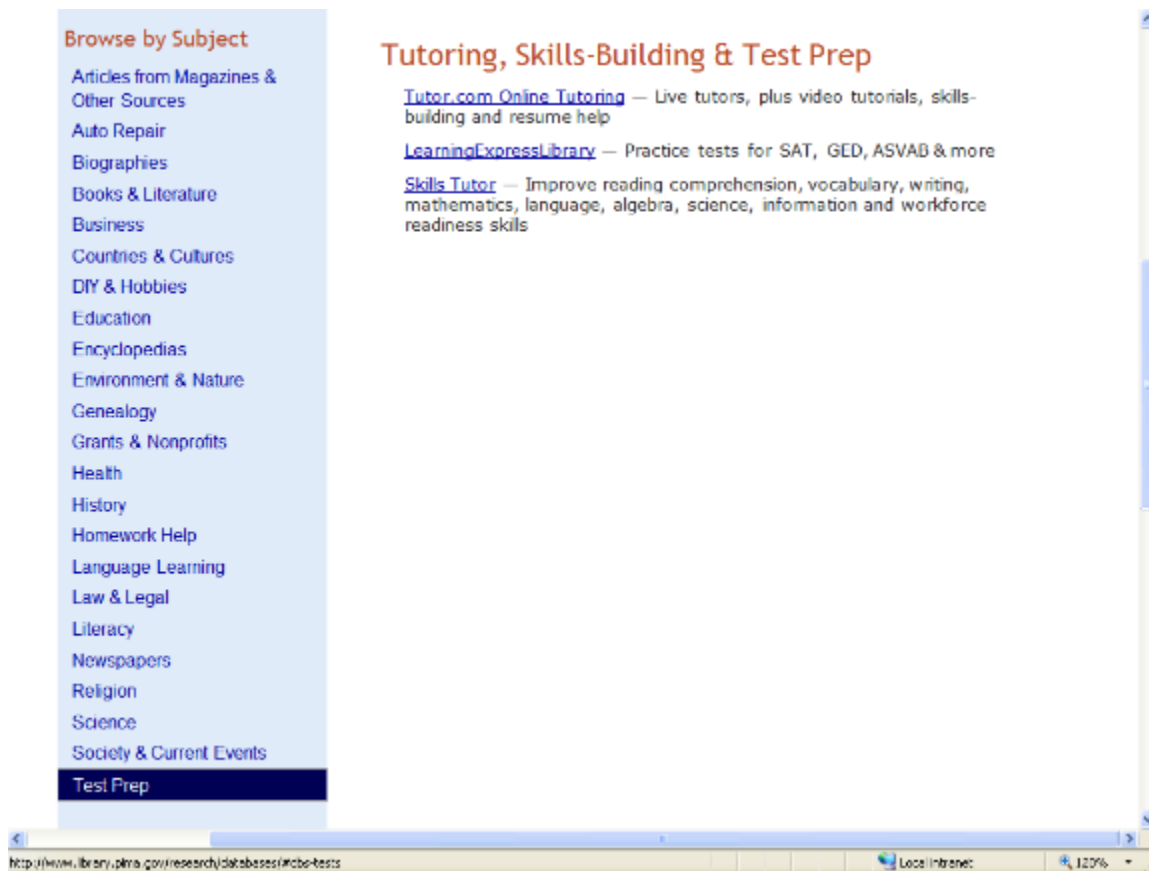
## **Frequently Asked Question: Databases vs. Web Sites**

### **What is a database?**

- **A collection of information organized in a standard format to allow for easy retrieval.**
- **Information is targeted and accurate, comes from authoritative sources and takes work to compile.**
- **The Pima County Public Library pays for its databases.**
- **Databases are free for users of the Pima County Public Library**

**From:**

**[www.library.pima.gov/research/databases/](http://www.library.pima.gov/research/databases/)**



## Learning Express -

### Highlights:

- Practice tests for professional exams, SAT, GED, ASVAB & more.
- Online courses to learn job skills, write resumes, interviewing.

Search

### Learning Centers

- Elementary School [more info](#)
- Middle School [more info](#)
- High School [more info](#)
- College Preparation [more info](#)
- College Students [more info](#)
- GED Preparation [more info](#)
- Job Search & Workplace Skills [more info](#)
- Jobs & Careers [more info](#)
- Skill Building for Adults [more info](#)
- U.S. Citizenship [more info](#)
- Recursos para Hispanohablantes [more info](#)

## Welcome to LearningExpress Library!

Whatever your goal, LearningExpress Library's resources will help you succeed. Each of our Learning Centers offers the practice tests, exercises, skill-building courses, and information you need to achieve the results you want—at school, at work, or in life. Looking to land a job? You'll find an entire Learning Center dedicated to helping you get the one that's right for you.

### Get Started Now!

- Choose a Learning Center on the left to begin exploring. . .
- or-
- . . . click here to browse the complete list of Learning Centers.

#### Returning User Login:

Username:   
Password:

[Login](#)

#### New Users:

Begin using LearningExpress Library now!

[Register](#)

### News at LearningExpress Library

- New Practice Tests Now Available for Careers in: Electrical, Plumbing, Air Traffic Control, and Military Aviation**
- Over 150 eBooks Now Available Including 78 New Titles**
- The Job Search & Workplace Skills Learning Center will help you:**

- Craft the resume that will get you hired
- Strengthen your job search, interviewing, and networking skills
- Achieve career success

Visit the [Job Search & Workplace Skills Learning Center](#) now.

### What Do I Do Now?

- Help Center:** Visit the Library Help Center.
- Guided Tour:** [Take a guided tour of LearningExpress Library.](#)
- Learning Centers:** [Browse a list of the Learning Centers and their resources.](#)
- eBooks:** [Browse our complete library of eBooks.](#)

From:

[www.library.pima.gov/research/databases/](http://www.library.pima.gov/research/databases/)



## Locate Potential Employers with Reference USA

*Reference USA* is available at all Pima County Public Library locations, or from your home or office with your Pima County Public Library card. Start with Pima County Public Library's Internet business page at [www.library.pima.gov/research/business/](http://www.library.pima.gov/research/business/)

*Reference USA* covers over 14 million companies. Each company listing includes address, telephone number, key contacts, business description, number of employees, and estimated sales volume. Reference USA also includes a residential directory of over 120 million U.S. residents.

Searches can be created based on type of business, location, number of employees, and other key criteria. Search results can be printed out or downloaded as a computer file. Because of the licensing agreement, there is a limit on the number of company records that can be downloaded at any one time.

### **Business Size:**

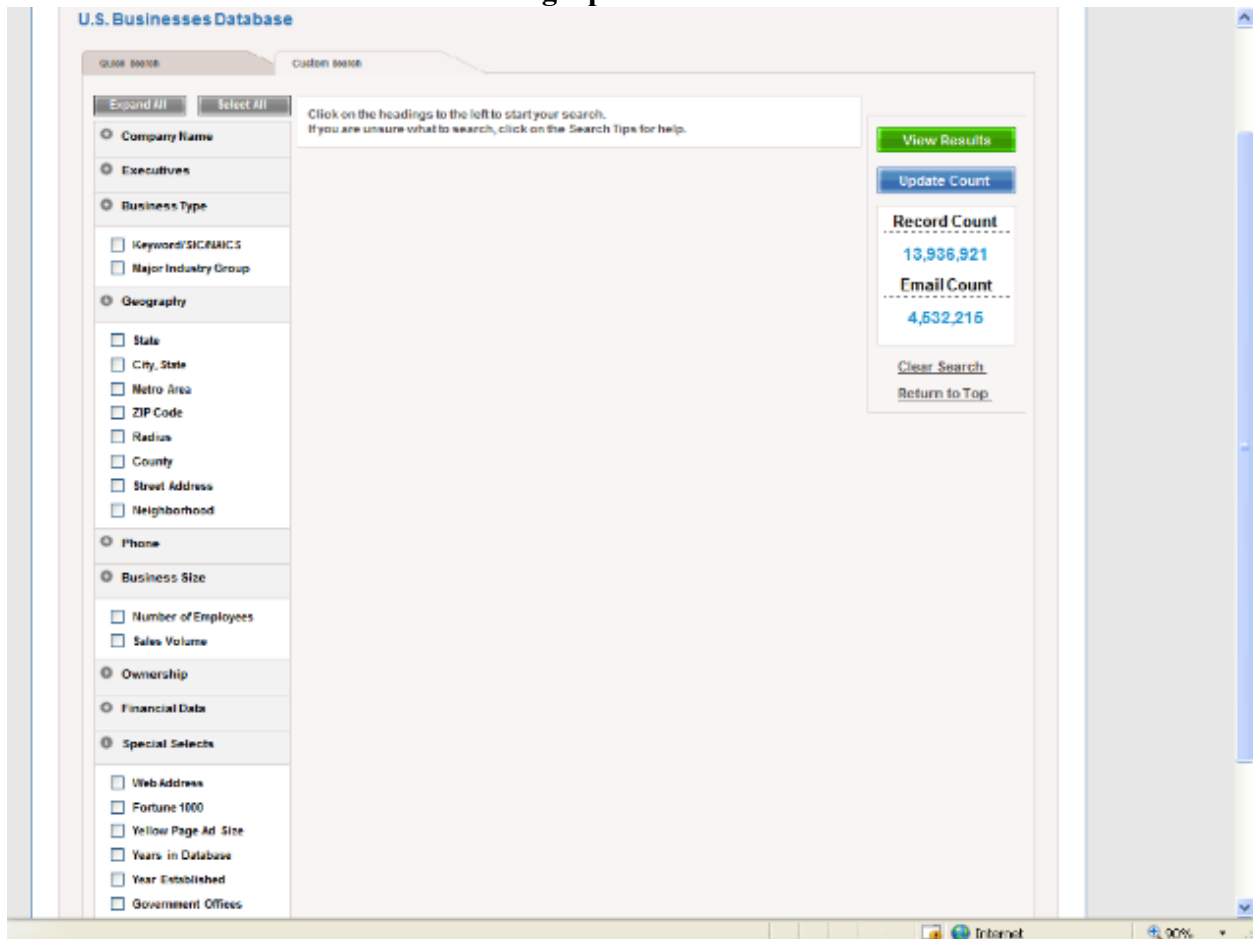
▶ Number of Employees

▶ Sales volume

Business

Type

## Geographic Location



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ReferenceUSA Searches can be sorted based on:

- 1) **Location:** Use zip code, area code, street address, city, county, or state.
- 2) **Type of business:** Use yellow page heading, NAICS, or SIC code listing.
- 3) **Business size:**
  - a) Use employee size range. Eleven subdivisions beginning with employee size range: 1-4, 5-9, 10-19, 20-49, 50-99, 100-249, etc.
  - b) Use sales volume range. Eleven subdivisions ranging from “under \$499,000” to “over \$1 billion.”
- 4) **Special selects:** Divisions include headquarters, branch, subsidiary status, and yellow page ad size.

Ø Files are saved as comma delimited files.

Ø Each record includes address, telephone, key contact, number of employees, and estimated sales volume.

**Sample results in Excel format:**

