



SENIOR LIBRARY ASSISTANT

Accepting Applications: 2/1/14 - 2/14/14
\$20.55 - \$24.98 Hourly

Take the next step in your career by applying to this position with plenty of variety. The Washington County Cooperative Library Services (WCCLS) is recruiting for a Senior Library Assistant. Under the general supervision of the WCCLS Management Analyst II, the incumbent serves as Task Supervisor for the Courier Program. Courier provides library materials delivery services for the WCCLS and among the member libraries seven days per week. Due to the seven day per week schedule, the incumbent may occasionally work on weekends to fill in during absences. This position also processes and ships interlibrary loans (ILL) to libraries outside WCCLS' library network, and performs complex administrative support duties in a library materials distribution warehouse.

Driving is an essential function for this position. Applicants must have a valid driver's license and an acceptable driving record. Final candidates must successfully complete and pass a criminal and background investigation.

Successful candidates will possess three (3) years of administrative or library support work with at least one (1) year of previous library experience. Preference will be given to candidates with interlibrary loan or circulation, supervisory, and/or delivery truck driving experience.

Washington County offers their employees a collaborative culture and a comprehensive benefits package. For more information on this position and to apply online, please visit our Human Resources page at www.co.washington.or.us, or our Human Resources Department.

Washington County Human Resources
155 N. First Ave., Ste. 270
Hillsboro, OR 97124

Equal opportunity employer with commitment to a diverse workforce.
Women, minorities, veterans and people with disabilities are encouraged to apply.

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