CITY OF OREGON CITY
invites applications for the position of:

2017 Library Assistant II Adult Services

An Equal Opportunity Employer

SALARY: $19.52 - $26.89 Hourly

OPENING DATE: 06/08/17

CLOSING DATE: 06/29/17 04:00 PM

DESCRIPTION:

The City of Oregon City Library has an immediate opening for a Library Assistant II in our Adult Services Department. This is a 30-hour per week, part-time benefited job. This position will be represented by the AFSCME bargaining unit. **The closing date of this recruitment is Thursday June 29, 2017 at 4:00 p.m. or when 75 applications have been received; whichever occurs first.**

The Oregon City Library seeks an artistic, organized, and collaborative person to support library services, primarily to the Adult Services Department. These are exciting times at the Oregon City Library – we have recently completed a large expansion to our 104 year old Carnegie library. Come and be a part of the team as we expand the possibilities in our new space! Do you love creating displays? Are you eager to engage with people about books and reading? Are you good at juggling lots of tasks and remaining calm, cool and organized? Then this might be the perfect job for you!

EXAMPLES OF DUTIES:

Essential Functions and Responsibilities

CIRCULATION
Responsible for a full range of circulation related duties, some providing direct customer service and some indirect. Assists patrons with use of the library. Staffs all service desks. Checks out materials to patrons and assists patrons with all of their library account questions. Accepts and processes library card applications. Helps patrons find materials; instructs them in using the resource guides and in the use of computers for searching information. Orients patrons to the use of the organizational system used in the library. Place holds for patrons and teaches patrons how to place holds. Provides reader's advisory. Checks in library materials. Checks materials for damage and wear. Sorts Holds. Oversees shelving of materials and shelves materials. Collects service charges on overdue, lost, or damaged materials. Prepares overdue notices and similar short forms. Follows-up on overdue materials. Sends notices, collects fines, and maintains associated records. Updates customer files from direct inquiry and returned mail. Verifies the accuracy of cash receipts and may prepare deposits.

GENERAL OPERATIONS AND CUSTOMER SERVICE
Assists in the operation of a public Library in the Adult, Teen, Children's, or Circulation areas, providing circulation, basic reference, technical services, program development, marketing, and technology related services. Opens the Library. Maintains an orderly environment that supports library activity. Closes down the Library at the end of the day. May act as Person In Charge. Contributes to a positive work environment.

PLANNING AND PROMOTION

Assists Youth Librarian/Adult Librarian in program development and event planning within the youth and adult departments. Assists marketing efforts with library staff and works closely with patrons, presenters and community groups. Promotes library collections, services, and programs.

REFERENCE AND TECHNOLOGY
Assists patrons with basic reference. Performs reference interviews. Demonstrates usage and search skills for online database. Provide technology assistance as needed with downloadable materials, printers, software and hardware.

COORDINATE AND SUPPORT
Trains and guides other staff in circulation operations. May prioritize work for other Library Assistants. Serves on library teams as requested by the Library Director or direct supervisor. Performs special projects and other job related tasks that may be assigned by the Library Director, Operations Supervisor, or direct supervisor.

MAINTAIN A SAFE AND HEALTHFUL WORKPLACE AND OTHER DUTIES AS ASSIGNED
(Non-Supervisory) This position will incorporate safe work practices with each task performed and actively participate in initiatives designed to promote a safe work environment.

TYPICAL QUALIFICATIONS:

Education and Experience

The position typically requires a certificate in library science curriculum or equivalent plus two years of experience in a library or instructional support setting. An Associates degree may substitute for some experience.

Knowledge and Skills

The position requires specialized knowledge of basic library methods, practices and terminology. Requires knowledge of personal computers to use common office productivity software and special cataloging, customer transaction, and search programs used by the Library. Requires a working knowledge of financial record keeping sufficient to summarize daily activity and reconcile customer accounts. Requires sufficient human relations and communication skills to exercise patience and interact courteously with patrons of all ages and to conduct library orientation. Requires sufficient math skills to add, count, and develop alphanumeric sequences.

Abilities

Requires the ability to perform all of the duties of the position with only general supervision and support. Requires the ability to follow detailed procedures such as standard library cataloging and filing rules. Must be able to maintain a well organized and attractive library setting. Must be able to apply and explain library rules, regulations and policies. Must be able to monitor and maintain acceptable customer behavior. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services. Must be able to perform routine clerical and record keeping duties. May be required to work evenings, weekends and attend meetings or activities outside normal working hours.

Physical Abilities

Must be able to function indoors in an office and/or library desk environment engaged in work primarily of a sedentary to moderately active nature. Requires hearing and speech ability for ordinary conversation and to project voice to a small group. Requires sufficient manual and/or finger dexterity to type/keyboard and otherwise operate microcomputers and other office equipment. Requires ambulatory ability to sit, walk, to move about office environs, and to lift and carry light to medium weight materials on an intermittent basis.

Licenses and Certificates

May require a valid driver's license.

Working Conditions

Work is performed indoors with minimal exposure to health and safety hazards.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.orcity.org

Job #2017 Lib Asst II Adult Svcs
2017 LIBRARY ASSISTANT II ADULT SERVICES
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OUR OFFICE IS LOCATED AT:
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503-496-1575
jobs@oregon-city.or.us

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2017 Library Assistant II Adult Services Supplemental Questionnaire

* 1. Please describe your understanding of merchandising and how you would use merchandising in a library setting.

* 2. What is your experience with reader's advisory?

* 3. How would you describe your technology expertise? What software programs are you proficient in?

* Required Question