



TILLAMOOK COUNTY
invites applications for the position of:

Library Assistant 2

SALARY: \$14.54 - \$18.58 Hourly

OPENING DATE: 04/11/18

CLOSING DATE: 05/06/18 11:59 PM

JOB DETAILS:

Department: Library

Union Affiliation: AFSCME

Work Schedule: Varies

Total Hours Per Week: 30

Location: Manzanita Library and other branches as assigned

Starting Salary Range: \$14.54 – 18.58 / hour

INTRODUCTION

This 3-level classification series involves work that requires a practical knowledge of library services, tools, methods, and procedures.

DISTINGUISHING FEATURES OF THE LEVELS

The Library Assistant 1 performs general office clerical work and, in addition, participates in limited portions of library functions. At the journey-level, the Library Assistant 2 carries out a full range of recurring activities involved in circulating, maintaining, and locating items in the library collection. The Library Assistant 3 performs work that regularly requires an in-depth, practical understanding of library activities and procedures.

EXAMPLES OF PRINCIPAL DUTIES

(Duties assigned to this classification include, but are not limited to, the following examples. Any one position may not perform all listed tasks.)

In addition to performing the duties at the Library Assistant 1, perform the range of routine circulation duties: check materials in/out books, explain and process returns, renewals, and reserve requests. Also, compute and collect fees for damages, losses, and late returns. Issue borrower cards.

Maintain the library's collection: Shelve books, periodicals, and other library materials by call number or according to internal library protocol. Also, shelf read to assure orderly display of holdings; pull and store aging periodicals.

Process in additions to the collection: Cover, stamp, and apply labeling. Input location codes and item records into catalog system. Also identify periodicals that have not been received and prepare and submit claims to the publisher.

Serve as employee-in-charge for a small branch library.

Resolve patron problems by researching disputed late fees, charges for lost or damaged materials, or errors in registration.

Assist patrons with routine public computer, Internet, and card catalog use. Enter routine data into computer database

When patron requests an item not in the local collection but within the Oceanbooks Network use standard references to locate it through the Oceanbooks Network. Pull items and send to requesting library. Process items returned from Oceanbooks Network.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of routine circulation procedures.

Knowledge of the procedures to borrow and loan material between libraries.

Knowledge of automated databases to access, enter, retrieve, or correct routine information related to the library's holdings.

Knowledge of common reference sources.

Skill in the use and minor maintenance of photocopiers, computer printers, and computers to access the Internet.

Skill in Microsoft Office Suite.

Skill in graphics software, preferably in Adobe Creative Suite.

Able to communicate effectively orally.

Able to courteously meet and deal with the public, co-workers, and staff at other libraries.

Able to follow oral and written instructions and procedures.

Able to work independently in accordance with established policies and procedures.

QUALIFICATIONS

One year of clerical experience in a library setting which gave exposure to limited aspects of library circulation, shelving, cataloging, or reference work OR 2 years of education above the high school level.

SUPERVISORY CONTROLS

Work is performed under the supervision of a Librarian. After becoming acquainted with applicable guidelines, the employee can perform routine assignments with independence. The supervisor or a senior staff member is available to answer non-routine questions.

GUIDELINES

Specific, detailed guidelines such as library procedure manuals and checklists, standard formats and forms, and computer operating instructions cover the important aspects of the work and are readily applied. Supervisory direction is sought when judgment, deviations from standard procedures or interpretations are necessary.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The work requires some physical exertion such as long periods of standing or recurring activities such as crouching, bending, stooping, stretching, reaching, pushing loaded book trucks, lifting and carrying items up to 30 pounds; and climbing ladders. Work involves everyday risks or discomforts typically associated with libraries, offices, and meeting rooms. Work areas are adequately heated, lighted, and ventilated.

SELECTION PROCESS

Following the closing date of this Recruitment, you will hear from us by email. If you are selected as a candidate for an interview, we will contact you to arrange a date and time.

We want to ensure that we hire the best possible staff for our County Team because we believe that the right people are our most valuable asset!

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.co.tillamook.or.us>

Position #1718-00032
LIBRARY ASSISTANT 2
HR

201 Laurel Avenue
Tillamook, OR 97141

recruiter@co.tillamook.or.us

Library Assistant 2 Supplemental Questionnaire

- * 1. Do you have a Bachelor's Degree?
 - Yes
 - No
- 2. If Yes, in what field is your Bachelor's Degree?

- * 3. Do you have a Master's Degree?
 - Yes
 - No
- 4. If Yes, in what field is your Master's Degree?

- * 5. Please select the level of proficiency that best identifies your expertise in Microsoft Word.
 - None
 - Beginner
 - Intermediate
 - Advanced
- * 6. Please select the level of proficiency that best identifies your expertise in Microsoft Excel.
 - None
 - Beginner
 - Intermediate
 - Advanced
- * 7. Please select the level of proficiency that best identifies your expertise in Microsoft Outlook.
 - None
 - Beginner
 - Intermediate
 - Advanced
- * Required Question