CITY OF NEWPORT
invites applications for the position of:

Library Specialist I

SALARY: $15.02 $17.55 Hourly

DEPARTMENT: Library

OPENING DATE: 07/26/21

CLOSING DATE: 08/23/21 05:00 PM

PURPOSE:

This position is a part-time (24 hours a week), non-exempt position. Individuals must be able to work a flexible schedule.

Under the general direction and supervision of the assigned supervisor, the Library Specialist I performs support activities assisting professional librarians. The Library Specialist I generally works in both technical and user services. An employee in this class shall perform routine general library work and may acquire proficiency in general specialized areas of library work.

QUALIFICATIONS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:
Any equivalent combination of education and experience, which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be a high school diploma or equivalency, AND two years of college or job-related work experience, which provides the applicant with the knowledge, skills and abilities required.

PREFERRED REQUIREMENTS:

Fluent (reading, writing, and speaking) in both languages of English and Spanish are preferred.

KNOWLEDGE: Working knowledge of computers and other technologies commonly found in public libraries. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases. Basic mathematical principles. Basic business writing and the standard format for typed materials. Methods and techniques of proper phone etiquette. Customer service and public relations methods and techniques. English usage, spelling, grammar, and punctuation.

SKILLS: Skill in the use of personal computers, various related software programs including Microsoft Office 2013 (Excel and Word), and standard office equipment. Strong time management, analytical, organization, and prioritization skills. Customer Service orientation and skills. Exceptional interpersonal skills, strong oral and written communications skills with a variety of audiences; ability to communicate complex material in a simple, understandable manner; competence in Business English, spelling, and punctuation. Reasoning, math, analysis, and problem-solving skills combined with excellent judgment and professionalism.

ABILITIES: Ability to establish and maintain an effective working relationship with City management, other employees, Council members, other entities, and the public. Ability to communicate effectively, both orally and in writing, with individuals and groups. Ability to maintain efficient and effective systems and procedures. Ability to follow direction. Ability to function in an intense work environment with numerous interruptions and conflicting demands; ability to elicit information and cooperation from individuals and groups. Ability to honor the confidentiality required of this position. Ability to juggle multiple demands and deadlines that are occurring simultaneously. Physical ability to perform the essential job functions. Ability to work a flexible schedule.

PHYSICAL DEMANDS:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to five pounds and occasionally lift or move materials up to sixty pounds. Manual dexterity and coordination are required more than 60% of the work period to operate equipment such as computers, keyboards, telephones, and standard office equipment.

WORKING CONDITIONS/WORK ENVIRONMENT:

Work location is primarily indoors where work period occurs under usual office working conditions.

HOW TO APPLY:

All applications for this position must be submitted via our online application system at https://www.governmentjobs.com/careers/cityofnewport.

Only complete applications will be considered. Please submit a cover letter along with a resume. Please do not fax, mail, or e-mail any documentation. You will receive a confirmation email when your application has been successfully submitted.

The City of Newport is an EEO employer and Veterans' Preference provider. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal, or local law.

All offers of employment are subject to successful completion of a background check, reference checking, and in the case of safety sensitive positions, drug, and alcohol testing.

The City of Newport follows Oregon law regarding Veterans' Preference in Public Employment. If you are requesting Veterans' Preference, you must complete the Veteran's Preference Form and attach a copy of your DD214 / DD215. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter with your application.