



CITY OF CORVALLIS
invites applications for the position of:

Community Library Specialist

Corvallis-Benton County Public Library

SALARY RANGE: \$20.01 - \$27.07 Hourly

ADDITIONAL INFORMATION: Part-Time, 25 hours per week, hours include evenings and weekends
AFSCME Represented Position

OPENING DATE: 03/20/15

CLOSING DATE: 04/10/15 05:00 PM

POSITION SUMMARY:

Provide library services by working at any public service desk, including Adult, Youth, and Circulation, at the Corvallis Library, with primary assignment in Youth Services Division. Must be able to answer basic reference and reader's advisory questions, assist patrons with basic computer, software, and printer use, and enforce the Patron Code of Conduct. Refers patrons to Reference Librarians for advanced functions. Carries out public programs such as Storytimes. Plans programs as assigned and participates in system-wide program planning efforts as assigned. Assists librarians in public relations, marketing, and outreach efforts. May design and produce bulletin boards, displays, printed promotional materials and other related items or materials. Assists librarians in collection development. Performs the full range of duties in Circulation. Able to and willing to make daily operational decisions within established policies and procedures. Contributes ideas and suggestions to supervisor for short and long range planning and department improvements. Although much of the work is independent, work is performed as part of a work group team. May be assigned to work in a branch library or on the bookmobile on occasion.

Visit the City of Corvallis website for a complete [position description](#).

QUALIFICATIONS AND SKILLS:

Education and Experience

High school diploma, or equivalent. Two years of college course work is highly desirable. Two years of library experience required.

Knowledge, Skills and Abilities

Ability to work independently within system policies and procedures with minimal supervision. Knowledge of library procedures, essential library functions, and the system collection. Ability to use the catalog, data base, reference materials, and perform online information searches. Considerable knowledge of computer operations particularly as they apply to the library. Ability to use complex computer routines and explain them to others as necessary to perform the essential functions of the position. Knowledge of computer hardware and software applications used by the position, ability to troubleshoot computer problems, and the ability to instruct patrons in the use of word processing, spreadsheet and electronic communications, and online databases as required to deliver Library services.

Ability to deliver excellent customer service to diverse audiences. Ability to monitor patron behavior and enforce the Library Code of Conduct. Effective oral and written communication skills. Ability to get along well

and maintain effective working relationships with community groups, schools, volunteers, the public and other employees and respond in a timely, respectful, and responsive manner.

Ability to lift, move, shelve and unshelve books and other library materials on a regular basis; ability to handle boxes of materials up to 50 pounds.

Special Requirements

When assigned to the Bookmobile, ability to operate and drive mobile library vehicles and effectively manage vehicular emergencies. Possession or ability to obtain and maintain a valid Oregon Drivers License. Thorough knowledge of traffic laws and defensive driving. Demonstrable commitment to sustainability. Demonstrable commitment to promoting and enhancing diversity. The individual shall not pose a direct threat to the health or safety of the individual or others in the workplace. Ability to pass a background check and/or a criminal history check.

HOW TO APPLY:

Qualified applicants must submit a cover letter and complete an online application located on the City of Corvallis website www.corvallisoregon.gov, Human Resources, Job Opportunities. **Applications with cover letter must be submitted by 5:00pm on April 10, 2015.** Resumes will not be accepted in lieu of a completed online application; however applicants are encouraged to include a resume.

"The City of Corvallis is Committed to Excellence in Customer Service Through its Employees."
An Affirmative Action/Equal Opportunity Employer in Compliance with ADA.

APPLICATIONS MUST BE COMPLETED ONLINE AT:
<http://www.corvallisoregon.gov> Job Opportunities

Position #20202
COMMUNITY LIBRARY SPECIALIST

OUR OFFICE IS LOCATED AT:
501 SW Madison Avenue
PO Box 1083
Corvallis, OR 97339
541-766-6902
TTD/TTY Oregon Relay 711
Human.Resources@corvallisoregon.gov
