



JOB ANNOUNCEMENT 2017-015

Home of the Tualatin River National Wildlife Refuge

Library Assistant I Part-Time (16-18 Hours Per Week) Library Department Non-Exempt / Not Represented

SALARY RANGE: \$15.74 - \$20.15 Hourly

OPENS: October 27, 2017

CLOSES: November 13, 2017 at 5:00pm PST (REVISED)

APPLY TO: Human Resources – City of Sherwood
22560 SW Pine Street
Sherwood, OR 97140
(503) 625-4201 - Fax (503) 625-4280
humanresources@sherwoodoregon.gov

SUMMARY AND REQUIREMENTS

The City of Sherwood is seeking an enthusiastic, motivated, and patron-focused individual to join our staff as a Library Assistant I. This position is part-time, approximately 16-18 hours per week, and will include evening and weekend hours. Come be a part of what makes Sherwood a great place to live and work.

The Library Assistant I performs various duties within the library requiring general knowledge of library operations, primarily in the circulation area, but includes: readers' advisory, ready reference, technical services, and children's services.

Essential Library Assistant I duties include: staffing the circulation area; performing paraprofessional library duties; preparing materials for circulation; providing reference services for the public; and responding to inquiries from the public regarding use of the library, and explaining use of facilities and equipment.

MANDATORY REQUIREMENTS: Customer service experience. Knowledge of research methods and materials, online catalog search methods, general library operations, operation of PC computers, data entry and other standard office equipment, alpha/numeric sorting methods, and cash handling. Equivalent to high school education supplemented by additional coursework in general academic areas, and six months library experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

DESIRABLE SKILLS/QUALIFICATIONS: Previous work experience in a public library organization with automated library systems. Proficiency with the Polaris ILS in the Washington County Cooperative Library Services (WCCLS) environment is preferred. Familiarity with a broad range of literature and information sources. Experience learning changing technologies.

PHYSICAL DEMANDS OF THE POSITION:

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. Duties involve moving materials weighing up to 5 pounds on a regular basis such as magazines, files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

APPLICATION AND SELECTION PROCESSES

To apply, submit a completed City Application and cover letter that includes responses to the supplemental questions below, to the Human Resource Department on or before the closing date. Electronic and faxed copies are accepted with a signature. Application materials will be used to select the top candidates. Those selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate may be asked to complete a satisfactory pre-employment criminal history background check.

SUPPLEMENTAL QUESTIONS (Please include your responses in your cover letter.)

1. This position is part-time, 16-18 hours per week. How would a part-time position fit into your professional goals?
2. Do you have any work schedule limitations?
3. Do you have experience with Polaris? If so, please describe your experience.
4. Briefly describe your customer service philosophy and any relatable experience.

CITY APPLICATION

A City Application can be found online at www.sherwoodoregon.gov or may be requested by mail by calling Human Resources at (503) 625-4201.

VETERANS' PREFERENCE

It is the policy of the City of Sherwood to grant hiring and promotion preference to qualified veterans and disabled veterans in accordance with ORS 408.230, at each stage of the application and interview process. To claim veterans' preference in promotion, please complete the Veterans' Preference form provided with the City Application packet, and submit it with the required documentation at the time of application.

NOTIFICATION

Applicants that are not selected will be notified by phone, email, or letter once the position has been filled.

EQUAL OPPORTUNITY EMPLOYER

We are an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Sherwood provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 625-4201.