



# JOB ANNOUNCEMENT 2014-017

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## Library Assistant II Library Department

Part Time 32 hours per week / Non-Exempt / AFSCME Represented

**SALARY:** \$17.09 - \$21.87 Hourly Plus 6% City paid PERS

**OPENS:** September 3, 2014

**CLOSES:** September 19, 2014 at 5:00pm PST

**APPLY TO:** Human Resources – City of Sherwood  
22560 SW Pine Street  
Sherwood, OR 97140  
(503) 625-4201 - Fax (503) 625-5524  
[humanresources@sherwoodoregon.gov](mailto:humanresources@sherwoodoregon.gov)

### **SUMMARY AND REQUIREMENTS**

Perform paraprofessional duties within the Library requiring comprehensive knowledge of library operations, programs, and procedures, including: circulation, technical services, children's services, reader's advisory services and ready reference. May act in a lead capacity as Library person-in-charge in the absence of a Supervising Librarian.

**MANDATORY REQUIREMENTS:** Customer service experience in a public library. Thorough knowledge of general library operations, Library Code of Ethics, research methods and materials, on-line catalog search methods, social media, operation of data entry and other standard office equipment. Equivalent to high school education supplemented by additional coursework in general academic areas equal to two years of college and eighteen months library experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

**DESIRABLE REQUIREMENTS:** Previous work experience in WCCLS member library and/or with Polaris. Completion of a bachelor's degree. Supervisory or lead-worker experience. Knowledge of Dewey Decimal Classification System, OverDrive, and 3M products.

### **APPLICATION MATERIALS**

Application materials must be completed and received by the Human Resource Department on or before the closing date. Electronic copies are accepted with a signature. Application materials can be found online at [www.sherwoodoregon.gov](http://www.sherwoodoregon.gov) or may be requested by mail by calling Human Resources at (503) 625-4201.

### **SELECTION PROCESS**

A City application, cover letter, and resume 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 and drug test.

### **NOTIFICATION**

Applicants that are not selected will be notified by phone or mail 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.