



# JOB ANNOUNCEMENT 2014-020

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## Library Assistant I Library Department

Part Time 16-18 hours per week / Non-Exempt / Not Represented

**SALARY:** \$15.13 - \$19.37 Hourly Plus 6% City paid PERS

**OPENS:** October 9, 2014

**CLOSES:** October 31, 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 various duties within the Library requiring general knowledge of library operations, primarily in the circulation area, but including: readers' advisory, ready reference, technical services, and children's services.

**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 REQUIREMENTS:** 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.

### **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.