



JOB ANNOUNCEMENT

2015-004

Librarian II

Library Department – Youth Services

Part Time 26 hours per week / Non-Exempt / AFSCME Represented

SALARY: \$22.74 - \$29.11 Hourly Plus 6% City paid PERS

OPENS: January 16, 2015

CLOSES: February 6, 2015 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

SUMMARY AND REQUIREMENTS

The Youth Services Librarian performs a range of professional library services for library patrons from birth through grade 12 and their caregivers. Duties may include reference and readers' advisory, collection development, community outreach and the development and implementation of programming. May act in a lead capacity as Library person-in-charge in the absence of a Supervising Librarian. This opportunity is for part time, 26 hours per week. Regularly scheduled shifts, some weekends and evenings required.

MANDATORY REQUIREMENTS: Broad knowledge of the principles, practices and philosophy of public library operations, current methods and principles governing the reference services, cataloging and collection management of print and non-print materials. Completion of an ALA accredited Masters of Library Science program, and preferred three years public library experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

DESIRABLE REQUIREMENTS: Proficiency with the Polaris ILS in the Washington County Cooperative Library Services (WCCLS) environment is preferred.

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 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.