



Home of the Tualatin River National Wildlife Refuge

JOB ANNOUNCEMENT 2016-015

Librarian I (Adult Services) **Library Department** **Full Time / Non-Exempt / AFSCME Represented**

SALARY: \$21.37 - \$27.35 Hourly Plus 6% City Paid PERS

OPENS: July 28, 2016

CLOSES: August 12, 2016 at 5:00pm PST

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 a forward-thinking, digitally savvy, and energetic team-player to be our next Librarian I (Adult Services). In this position, you would perform a range of professional library services, including reference and readers' advisory, collection development, community outreach, digital services, and the development and implementation of programming— with an emphasis on adult services. Additional duties may include social media and email marketing, website maintenance, designing promotional materials, creating displays and bulletin boards, and some circulation duties. May act in a lead capacity as Library person-in-charge in the absence of a Supervising Librarian. This opportunity is for full time, 40 hours per week, regularly scheduled shifts, with some weekends and evenings required. Come be a part of what makes Sherwood a great place to live and work.

MANDATORY REQUIREMENTS: Broad knowledge of the principles, practices and philosophy of public library operations, current methods and principles governing reference services, and collection management of print and non-print materials. Completion of an ALA accredited Master's of Library Science program, and one year professional Librarian experience in a public library system, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

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

APPLICATION AND SELECTION PROCESSES

To apply, submit a completed City Application, cover letter and resume, to the Human Resource Department on or before the closing date. Electronic 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.

APPLICATION MATERIALS

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

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.