



Home of the Tualatin River National Wildlife Refuge

JOB ANNOUNCEMENT 2016-017

Library Page I – On Call Library Department Non-Exempt / Not Represented

SALARY: \$11.51 - \$14.74 Hourly

OPENS: October 7, 2016

CLOSES: October 21, 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

Perform routine duties within the Library, primarily limited to re-shelving collection items and shelf reading. Provide assistance to other staff as workload and staffing levels dictate. Perform various clerical tasks in support of library operations, e.g. data entry, mail sorting, photocopying, typing, etc. Answer basic questions from patrons on the floor.

MANDATORY REQUIREMENTS: Knowledge of arithmetic, spelling, alpha/numeric sorting methods, general clerical skills, operation of data entry and other standard office equipment, and customer service. Equivalent to high school education, 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 library.

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 check.

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.