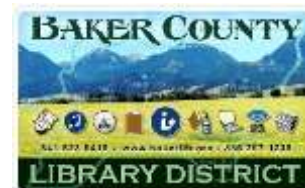


BAKER COUNTY LIBRARY DISTRICT

Job posting

Branch Library Assistant – Richland Branch (19 hours/week)



Baker County Library District seeks an enthusiastic part-time public service Branch Library Assistant who is excited at the opportunity to work independently at a busy small library branch.

A Branch Library Assistant is the principal employee at community library branch, primarily working solo to provide a full range of library services directly to patrons of all ages. This staff maintains compliance with Library District policies and procedures, communicates regularly with the main library, and provides activity reports. This employee may also periodically present public programs for patrons such as a children's story time, summer reading events, public computer instruction, or organized tours. Additional key duties include enforcement of the Library Rules of Conduct, coordination of substitutes and volunteers, troubleshooting office equipment or computers, basic custodial tasks, monitoring of the facility's maintenance needs and security status, assisting in program coordination, and responding to patron requests for information or readers' advisory by phone, e-mail and in person.

The individual in this position must be self-reliant and work well independently; enjoy working with people of all ages; have excellent customer service, complex procedure and computer skills; and have a strong commitment to supporting the principles of intellectual freedom and library ethics. Advanced education and fluency in Spanish are highly preferred. BCLD will conduct a criminal background and driving record check. Applicants must hold and maintain excellent driving record and auto insurance.

This position is part-time, with an average of 19 hours per week. The schedule consists of four regular days per week including Saturdays and at least one weekday evening. The position reports to the Managing Librarian of Community Services.

Qualifications

- Minimum of Associate's degree or high school diploma/GED and two years of experience in library services or related field
- Valid Oregon Driver License, reliable transportation & insurance
- Any equivalent combination of education and experience satisfying the above
- Highly preferred : Fluency in Spanish

Compensation

Opening salary ranges from \$13.35 to \$15.46 per hour, depending upon qualifications/experience. This position includes sick-leave benefits.

How to apply

Please read the job description carefully and submit the following:

- A completed Baker County Library District Application for Employment
- Current resume and cover letter (Optional but highly preferred)

The complete application packet, together with the job description, is available from the following sources:

- Online at <http://www.bakerlib.org/about/employment>
- Baker County Public Library, 2400 Resort St, Baker City, OR 97814
- Richland Library and Halfway Library

More information is available by calling 541-523-6419 or emailing info@bakerlib.org.

Documents must be submitted in OpenDocument, PDF, or Microsoft Office format. Complete application packets are due by 11:59pm on **Sunday, Dec 4, 2022**, to Baker County Library District, 2400 Resort St, Baker City, OR 97814, jobs@bakerlib.org (job title & location in subject line). Electronic submissions are highly preferred.

Baker County Library District is an Equal Opportunity Employer.