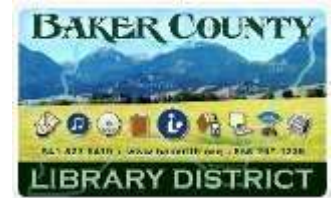


**Baker County Library District**  
2400 Resort St, Baker City, OR  
ph: 541.523.6419 | fax: 541.523.9088 | [info@bakerlib.org](mailto:info@bakerlib.org)



Nov 9 2022

## **POSITION OPEN**

JOB TITLE: Technical Services Specialist                      DEPARTMENT: Technical Services

VACANCY OPEN TO: Internal and External Candidates

APPLICATION DEADLINE: Nov 27 2022 – 11:59 pm

### **GENERAL PURPOSE:**

This paraprofessional position provides a variety of technical and clerical support for the Technical Services Dept., including but not limited to processing, interlibrary loan, cataloging, and circulation duties. Oversees physical processing of new materials, assists with input of new bibliographic and item records to the catalog. Performs front-line customer service and various other routine and recurring duties of a physical and clerical nature.

### **REQUIRED KNOWLEDGE AND ABILITIES:**

- Considerable knowledge of Library policies and procedures.
- Considerable knowledge of library computer systems and applications including circulation software, Internet, on-line databases, office software, and e-mail.
- Ability to receive and retain specific direction.
- Ability to follow process steps as outlined in standard operating procedures.
- Ability to ensure highly detailed information is complete and accurate.
- Knowledge and support of the principles of intellectual freedom.
- Ability to work cooperatively and productively with District employees, vendors, and the general public.

### **QUALIFICATIONS:**

Minimum requirement of Associate's degree or equivalent certification specializing in library science, education, or relevant field. Preference given for Master of Library Science Degree from an American Library Association accredited school of Librarianship. Any relevant combination of experience and training which provides the required knowledge, skills, and abilities will be considered. New MLS graduates encouraged to apply.

### **PREFERRED QUALIFICATIONS:**

Demonstrated supervisory experience. Proficiencies in book repair, cataloging, second language ability – Spanish optimal.

### **SCHEDULE / EMPLOYMENT TERMS:**

32 hours per week; some evenings & weekends.

**COMPENSATION:** Wage range \$14.02 - \$17.04 per hour / DOE & education level

**BENEFITS:** Includes employer-paid medical, vision, dental insurance coverage for employee

**SECURITY:** Criminal background check required if selected for position.

### **HOW TO APPLY:**

Application available at any BCLD library branch or downloadable from library website [Employment page](#). Additional resume and cover letter recommended. Send completed application materials to [jobs@bakerlib.org](mailto:jobs@bakerlib.org) (job title in subject line) or deliver to Baker County Public Library in Baker City by deadline. Position is open until filled.