

BAKER COUNTY LIBRARY DISTRICT

Job posting

Branch Library Assistant – Huntington Branch (18 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 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 positions 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 18 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 Outreach Services Lead.

Qualifications

- Bachelor’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 \$11.58 to \$14.07 per hour, depending upon qualifications. This position includes sick-leave benefits.

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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
- Huntington Library, 55 E Jefferson St, Huntington, OR 97907

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 **Wednesday, January 31, 2018**, to Baker County Library District, 2400 Resort St, Baker City, OR 97814, info@bakerlib.org (job title & location in subject line). Electronic submissions are highly preferred.

Baker County Library District is an Equal Opportunity Employer.

Library Assistant – Branch

Position Classification: Part-Time Non-Exempt

Reports To: Lead Librarian (Outreach Services Lead)

Step Classification: 5/1 – 5/5, Library Assistant III

Pay Scale: \$11.58 - \$14.07 per hour

General Position Summary:

The Branch Library Assistant supports and assists the Library Director in providing library services to the community. Specifically, the Branch Library Assistant assists with the overall operation of a branch library location. The Branch Library Assistant also provides support for circulation, interlibrary loan, and reference.

Essential Functions/Major Responsibilities:

- Follow all library practices and procedures as outlined in library policy.
- Ensure the efficient and effective operation of the branch.
- Assist with collection development.
- Submit monthly reports as requested.
- Maintain working knowledge of library services, practices, and procedures and be able to explain them to patrons and volunteers.
- Perform circulation and/or registration duties including but not limited to: cash handling, checking materials in and out, issuing library cards, processing interlibrary loans, and shelving.
- Assist patrons in the use of computers, photocopier, and other equipment as necessary.
- Answer the phone, responding to inquiries and making referrals as appropriate.
- Under the guidance of the Director provide basic reference service by providing information, interlibrary loans and reserves, and facilitating informational requests concerning other sources of materials.
- As in most jobs, the responsibilities of the Branch Library Assistant often depend on his or her training and experience. Therefore, this job description may not necessarily include all of the essential functions that may be assigned to this position based on the continuing needs of the organization.

Secondary Functions:

- Assist with processing of library materials.
- Assist with the planning and promotion of library programs.
- Assist with various clerical and secretarial tasks as assigned.
- Perform basic custodial, building and grounds, and computer maintenance tasks.
- Shovel light snow and salts walkway.
- See to building maintenance and alert Library Director to problems.

- Maintain supplies.

Job Scope:

Performs duties independently with minimal supervision operating within established parameters. Many decisions are of a routine nature made within prescribed operating policies and procedures, but some decisions must be made independent of these. Responsible for suggesting changes in or new policies and procedures that may positively benefit the library.

Supervisory Responsibility:

Supervises library volunteers and/or community service workers.

Interpersonal Contacts:

Has regular contact with others both inside and outside the organization. The most common external contacts are library patrons, but has some collaborative contact with local agencies. Internal and external interactions involve information exchange, problem solving, negotiation, and customer service.

Contacts are made both at the employee's initiative and in response to other, with approximately 85% of the contacts made face to face and 15% over the phone or via email. At least 65% of the contacts are with external patrons, and many of these involve the exchange of private patron information.

Required Skills and Abilities:

- Good interpersonal, communication, and customer service skills.
- Considerable ability to understand and follow written and oral instructions.
- Ability to be organized and flexible.
- Ability to operate telephones, audio-visual equipment, computers, and various office machines.
- Basic typing/keyboarding skills.
- Ability to read, write, and understand English.
- Physical ability to shovel light snow and salt walkways.
- Physical ability see, hear, and talk with library patrons.
- Physical ability to regularly sit, stand, bend, and stoop or crouch.
- Physical ability to occasionally lift and/or move up to 50 pounds.
- Visual ability to use close vision and the ability to adjust focus.

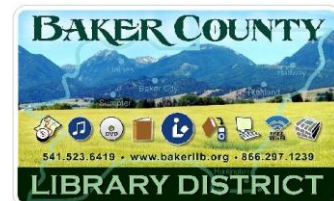
Education and/or Experience:

A bachelor's degree or high school diploma/GED and two years of experience in library services or related field is required. Bilingual English/Spanish skills a plus. Must have a valid driver's license and be able to pass a criminal background check.

Job Conditions:

The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performs complex tasks requiring independent knowledge and its application to non-routine situations. Frequent interruptions may occur. The noise level in the work environment is generally quiet. May be exposed to dust, fluctuation in inside temperatures and electromagnetic radiation as in a computer screen. Some weekend and evening work is required.



Employment Application

Basic information

Applicant name: _____

Full mailing address: _____

Email: _____ Phone: _____

Position(s) being applied for: _____

How did you hear about this opportunity?: _____

Education history

If necessary, attach additional sheets using the same format.

School/program name	City, State	Graduated?	Degree/area of study

Employment/volunteer history

Please begin with your most recent or current position.

Position #1

From (mo/yr): _____ To (mo/yr): _____ Title: _____

Company name: _____ Company city, state: _____

Supervisor name: _____ Supervisor title: _____

Supervisor email: _____ Supervisor phone: _____

Duties and responsibilities: _____

Reason for leaving: _____

Position #2

From (mo/yr): _____ To (mo/yr): _____ Title: _____

Company name: _____ Company city, state: _____

Supervisor name: _____ Supervisor title: _____

Supervisor email: _____ Supervisor phone: _____

Duties and responsibilities: _____

Reason for leaving: _____

Position #3

From (mo/yr): _____ To (mo/yr): _____ Title: _____

Company name: _____ Company city, state: _____

Supervisor name: _____ Supervisor title: _____

Supervisor email: _____ Supervisor phone: _____

Duties and responsibilities: _____

Reason for leaving: _____

Position #4

From (mo/yr): _____ To (mo/yr): _____ Title: _____

Company name: _____ Company city, state: _____

Supervisor name: _____ Supervisor title: _____

Supervisor email: _____ Supervisor phone: _____

Duties and responsibilities: _____

Reason for leaving: _____

Please detail any other relevant positions on your résumé.

Other qualifications

Membership in professional/community organizations

Relevant computers programs and equipment in which you're proficient

Languages spoken and fluency level:

Supplemental Statement / Reason for Interest

Any additional information you feel may be helpful to us in considering your application.
(Provide attachment if preferable)

Applicant certification

Can you perform all of the functions listed in the job description with or without reasonable accommodation? Yes No

Names of relatives or business partners employed by the District, including your relationship.

I certify that all information in my application materials submitted to Baker County Library District (BCLD) is true, correct, and complete. I understand that falsifying or omitting facts or important information in any of my application materials is grounds for immediate dismissal.

I consent for BCLD to contact any of my references and employers (please notate at Positions if you do not want us to contact) regarding my qualifications, work record, work habits, and performance. I release said parties from all liability for damages which might results from discussing these matters.

I permit BCLD to conduct a background check on me, with notification to me before it occurs. The check will cover criminal history and, if relevant, driving history in Oregon State and/or federal law enforcement agencies.

I certify that I am legally eligible to be employed in the United States and will be required to complete a federal I-9 Employment Eligibility Verification within three days of the date employment begins.

If employed, I shall willingly comply with all policies of BCLD. I also understand that job placement does not guarantee permanent employment.

Applicant signature: _____

Date: _____

Digital signatures are permissible.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. Please review the Equal Employment Opportunity statement (<http://l.usa.gov/ITF9Ob5>) and supplement (<http://l.usa.gov/lrWaDWB>).