



Aug 20, 2019

POSITION OPEN

JOB TITLE: Library Associate I -- Circulation & Operations Supervisor

APPLICATION DEADLINE: ~~Sep 10 2019 -- 11:59am~~ *EXTENDED Sep 16 2019 -- 11:59am

GENERAL PURPOSE:

This position provides managerial support to ensure effective, efficient delivery of library services consistent with BCLD standards and policies, while being alert and responsive to community needs. Trains, manages and oversees the work performed in the circulation department at the library; serves as the authority of circulation policies and procedures; and provides general supervision to the Circulation Assistants and other assigned staff. Oversees library facility, scheduling and handles site specific issues along with district-wide coordination and support. Reports to the Library Director and participates on the Management Team.

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.
- Working knowledge of the principles and practices of supervision.
- Knowledge and support of the principles of intellectual freedom.

Travel periodically required to other library facilities in Baker County (agency vehicle not provided); must hold and maintain excellent driving record and insurance.

QUALIFICATIONS:

A typical way of obtaining the knowledge, skills and abilities necessary to successfully perform the essential duties of the position is:

- Graduation from an accredited four-year college or ALA-APA certification program, plus three years of job-related experience and/or training.
- Four years of library experience that includes customer service, decision making and on-the-job training in library operations may substitute for up to two years of the required education.
- Or other combination of education, experience and training that provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the classification.

PREFERRED QUALIFICATIONS:

Proficiencies in cataloging, early childhood education, and Spanish language ability.

SCHEDULE / EMPLOYMENT TERMS:

32-40 hours per week; some evenings & weekends.

COMPENSATION: Wage range \$16.22--\$19.72 per hour / DOE & education level.

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 (job title in subject line) or deliver to Baker County Public Library in Baker City. Position open until filled.