



Jan 20 2021

## **POSITION OPEN**

**JOB TITLE:** Library Assistant – PT (Average of 9 – 11 hrs/week )

**DEPARTMENT:** Public Services

**APPLICATION DEADLINE:** Jan 31 2021 – 11:59 pm

### **GENERAL PURPOSE:**

Baker County Library District seeks a part-time employee who can provide an exceptional level of customer service helping people to find books and information, use computers, and to perform various other clerical tasks. Individuals in this position must have a strong commitment to First Amendment and privacy rights, an outstanding aptitude for detailed procedures, excellent interpersonal and organizational skills, and know how to be a power user of the library. Spanish language proficiency is highly preferred. The position reports to the Circulation Supervisor.

### **PRIMARY JOB RESPONSIBILITIES:**

- Providing direct service to adults and children at public service desks and by phone;
- Assisting the public in using computers, equipment, and electronic resources;
- Checking in returned library materials;
- Shelving library materials;
- Cleaning high-touch surfaces.

### **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.
- Knowledge and support of the principles of intellectual freedom.

### **QUALIFICATIONS** (Any equivalent combination of education and experience satisfying these requirements):

- High school diploma or equivalent.
- Two years of experience working in customer service, preferably in a library.
- Proficient with computer office applications and conducting research.
- Working proficiency or better with Spanish language, preferred.

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

Typically 8.5 hours per week: Every Sun. (4.5 hrs), Mon. (2 hrs), Tue. (2 hrs), plus one Sat. a month.

**COMPENSATION:** Opening salary at **\$12.23 per hour**. This position includes sick leave benefits.

**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.