



LIBRARY PAGE

Part – Time – 7 Hours per Week

\$10.23 per Hour

Consider this Exciting Opportunity

The City of McMinnville Library is seeking to fill one Library Page position. This individual will be an enthusiastic and organized individual who will perform various duties, including checking in, shelving print and non-print materials, processing print and non-print materials for circulation and other general entry-level library related work. The hours for this position will be on Mondays only.

The Library Page checks in library materials using Library computer terminals; routes materials for transfer, reserve, or cataloging; sensitizes and/or desensitizes materials; arranges materials by Dewey number and collection on book trucks for shelving; checks in audiovisual materials as required; and, replaces cards and shelves the materials in appropriate location by numerical order.

The individual in this position shelves materials according to Dewey number and collection; assists Library users to find specific books with given call numbers; answers routine directional questions and refers non-routine questions to higher level staff; straightens materials on tables, chairs, and shelves; returns magazines and genealogy materials to their appropriate

locations or places in location for shelving by library volunteers; maintains the new book shelves as books are returned, and assures that all library materials are in the proper location for accessibility to the public.

*McMinnville—The City and
the Community*

The City of McMinnville and the community have many advantages to offer. The City, as an organization, is a full service city, which provides a broad range of public services in building permits and inspections, engineering, emergency medical response, fire suppression, legal counsel, library programs, municipal court, parks and recreation (Aquatic Center, Community Center, Kids on the Block Program, Senior Center, and Youth and Adult Sports), community planning, police, public works, and water reclamation. The City of McMinnville has a supportive Mayor and City Council who work well with the City Manager and members of the City's management team. It is the mission of the City to maintain a safe, livable environment within the community through open governance and the efficient delivery of public services.

McMinnville has a growing population of over 32,000 and is a quiet, easy-going city situated in the western portion of Oregon's agriculturally rich Willamette Valley on U.S. Highway 99W. The Pacific Ocean beaches are 50 miles to the west, Portland is 36 miles to the northeast, and the state Capitol, Salem, is 25 miles to the southeast. McMinnville is home to Linfield College, listed in *U.S. News and World Report* as one of the nation's top regional colleges; and, Chemeketa Community College, McMinnville Campus. In addition, McMinnville has a healthy, diverse economy and vibrant historic downtown. Gallery Theatre is located within the downtown area and offers plays and musicals throughout the year. The theatre is regionally recognized for its high quality performances and performing arts classes.



Qualifications

Knowledge of:

- 📖 Standard office procedures and equipment; and
- 📖 Basic math.

Ability to:

- 📖 Learn the Dewey Decimal Classification System;

- 📖 Learn the Library's ILS check in procedures;
- 📖 Respond to changes in Library policies and procedures;
- 📖 Learn about the various Library collections;
- 📖 Recognize safety hazards and report to the appropriate authority;
- 📖 Develop effective working relationships with Library staff, volunteers, and the public;
- 📖 Learn routine processes within a reasonable period of time;
- 📖 Understand and follow instructions;
- 📖 Maintain accuracy in filing materials;
- 📖 Demonstrate effective time management;
- 📖 Establish and maintain effective working relationships with diverse populations; and
- 📖 Communicate effectively with the public and other employees.

Education and Experience

Any equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities is qualifying. A typical way to qualify would include the equivalent of high school graduation.

Compensation

The salary for the Library Page begins at \$10.23 per hour. The City of McMinnville provides a benefit package that includes:

- * Full, City-paid participation in the Oregon Public Service Retirement Plan (OPSRP) after meeting eligibility requirements;
- * Sick leave earned on a pro-rated schedule based on 8-hours per month for a full-time employee; and
- * Opportunities for on-going professional development.



Tentative Recruitment and Selection Schedule

September 19 – October 3, 2016 - City employment applications and cover letter received. All applications must be received at City Hall, by 5:00 p.m. on Friday, October 3, 2016. Postmark dates will not be accepted.

October 4 – 7, 2016 – Screen applications and schedule interviews.

October 10 - 14, 2016 - Conduct interviews and complete reference checks and background investigations.

October 17, 2016 – Negotiate offer with candidate.

October 31, 2016 - Tentative start date.

How to Apply

Completed application, resume, and a cover letter should be addressed to Rose Lorenzen City of McMinnville, 230 NE Second Street, McMinnville, OR 97128 and must be received no later than 5:00 p.m., Monday, October 3, 2016.

Please call Ms. Lorenzen at (503) 434-7405; e-mail her at hr@mcminnvilleoregon.gov to request a City employment application, or you can

obtain an application and the recruitment announcement from our website – www.mcminnvilleoregon.gov .

APPLICATION MATERIALS (City of McMinnville Employment Application, Cover Letter, and Resume) WILL BE ACCEPTED UNTIL

5:00 P.M., MONDAY, OCTOBER 3, 2016

SUBMISSIONS MAY BE MADE VIA HARD COPY AND ADDRESSED TO:

**CITY OF McMINNVILLE
HUMAN RESOURCES
230 NE SECOND STREET
McMINNVILLE OR 97128**

Or

Via e-mail to:

hr@mcminnvilleoregon.gov

Note: Applicant accepts all responsibility to confirm with Human Resources that an electronic application has been received via e-mail. Confirmation can occur either via phone at (503) 434-7405 or via e-mail to hr@mcminnvilleoregon.gov

The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need accommodation to participate in the recruitment and selection process should request assistance by calling the number listed above or by e-mailing lorenzr@ci.mcminnville.or.us