



LIBRARY ASSISTANT - CIRCULATION

A Part Time Position at \$15.94/Hour – 10 Hours per Week

Consider this Exciting Opportunity

The City of McMinnville Library is looking for an enthusiastic and creative individual who will perform technical duties related to the circulation of Library materials. This individual provides initial direct contact between the public and Library services, provides directional assistance to the public, and performs data entry and file maintenance.

The Library Assistant in the Circulation Division communicates with customers in person, by telephone, and via e-mail. This position checks library materials in and out at the circulation desk; reviews applications, issues new library cards and replacement cards, and updates patron records on the computer. This position is responsible for the collection of fines and fees, and tallies and records daily revenues. The Circulation Library Assistant handles patron complaints related to circulation and registration problems and responds to inquiries from the public regarding the use of the Library and explains the use of facilities and equipment. This individual prepares circulation desk area for opening and closing, shelves books and materials and maintains reserve shelves; routes materials for transfer, reserve, cataloging, or to problem shelves; maintains system integrity through

processing daily, weekly, monthly, quarterly, and semiannual circulation reports; and reviews returned Library materials for damage.

*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, 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 31,000 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:

- 📖 Office practices and procedures;
- 📖 Basic math;

- 📖 Computer equipment and program applications;
- 📖 Operation of standard library and office equipment; and
- 📖 Principles of customer service.

Skills in:

- 📖 Problem solving and decision making;
- 📖 Communicating effectively with others from diverse backgrounds; and
- 📖 Alert observation to irregularities in patron records.

Ability to:

- 📖 Learn the Library automated system;
- 📖 Learn and implement Library policies and circulation procedures;
- 📖 Establish and maintain effective working relationships with the general public, local officials, and employees;
- 📖 Work in a team environment;
- 📖 Maintain confidential and sensitive information; Collect funds and issue receipts; and
- 📖 Learn the Dewey Decimal Classification System

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 be the equivalent of a high school diploma. **Fluency in English and Spanish is required.**

Previous library experience or experience dealing directly with the public as a customer, and college level coursework in library science is desirable.

Compensation

The salary for the part time Library Assistant – Circulation is \$15.93 per hour.

Sick leave earned on a pro-rated schedule based on 8-hours per month for a full-time employee.



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 applications 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 hr@mcminnvilleoregon.gov