

JOB ANNOUNCEMENT

ASSISTANT LIBRARIAN

Application Deadline: July 24, 2017 @ 4pm

Hours: Part-time (up to 40 hours per month)

Salary: \$10.25 - \$11.50 Hourly

Education Required: High School Diploma/GED

Experience in Library operations preferred.

General Statement of Duties: Under general direction of the Librarian, implements policy as established by the Library Board and the City Council; assists in planning and administering the overall operations and functions of the library and performs the duties of the Librarian in his or her absence.

Distinguishing Features of the Classification: Acts as Librarian in the absence of the Librarian and shall assume all duties and responsibilities, as needed or as requested, primarily working with the public.

Supervision Received: Work is performed under the general direction of the Librarian and City Recorder.

Supervision Exercised: Exercises supervision over Library personnel in the absence of the Librarian, including volunteers.

Principal Duties and Responsibilities:

1. Attends Library Board meetings as secretary of the Library Board and keeps minutes and correspondents, as needed in the absence of the Librarian.
2. Attends meetings and trainings as a representative of the Lyons Public Library at Chemeketa Cooperative Regional Library Service, as needed or as requested.
3. Duties and responsibilities include, but are not limited to: assisting library patrons seeking information or making use of the library facilities, checking materials in and out, issuing renewals and holdings of materials on request, answering questions, accepting donations, assisting with research and referrals, registering patrons and collecting fines and fees when applicable.
4. Conducts correspondence on varied public library issues as needed.
5. Maintains, classifies, and catalogs library equipment and materials, including preparation of said materials; and assists with auditing the collection under the direction of the Librarian.
6. May be assigned additional tasks, such as light cleaning of the library, or other tasks as directed by the Librarian.

Knowledge, Skill and Ability: Knowledge of the principles and practices of modern library systems and programs; knowledge of library collection classification; good computer skills and the ability to assist others; ability to communicate effectively, verbally and in writing; and the ability to establish and

maintain effective positive working relationships with City employees, board members and volunteers. Knowledge and understanding of the Dewey System is required or obtain training within 6 months of hire.

Submit completed application by July 24th to:

City of Lyons
449 5th St
Lyons, OR 97358
lyonscityhall@gmail.com

To request an application or if you have questions please call:

(503)859-2366 Library – Brenda Harris
(503)859-2167 City Hall
Online: