

August 3, 2017

**POSITION ANNOUNCEMENT**

**Library Technical Assistant**

**(Circulation Desk Assignment)**

**City of The Dalles**

**The Dalles-Wasco County Public Library**

**Salary: \$2,725.34 - \$3,254.20 per month plus benefits**

**Closing Date: Open until filled – first review September 6, 2017**

The City of The Dalles is accepting applications for the position of Library Technical Assistant in The Dalles-Wasco County Public Library. This is a full-time, Union position represent by SEIU.

Performs assigned tasks and clerical duties necessary for efficient and effective library operation. Primary responsibilities of this position are front-desk library circulation tasks and attending to the public with outstanding customer service. This is a full-time position, requiring flexibility in scheduling, as evening and Saturday hours are required.

Minimum Requirements: High School Graduate or Equivalent; Bachelor's degree or two years' related experience preferred, bi-lingual Spanish-English is also preferred.

Ability to perform the essential job functions listed on the attached position description, with or without reasonable accommodations.

Obtain complete job description and application packet online at <http://www.thedalles.org/> or from the City Human Resources Office at City Hall, 313 Court St., The Dalles, OR 97058

Only complete application packets will be accepted. Applicants may email applications to [DHunter@ci.the-dalles.or.us](mailto:DHunter@ci.the-dalles.or.us) or mail to the address above. The City of The Dalles is an Equal Opportunity/Affirmative Action Employer.



## CITY of THE DALLES

HUMAN RESOURCES

313 COURT STREET

THE DALLES, OREGON 97058

(541) 296-5481 x4448

FAX (541) 296-6906

### POSITION DESCRIPTION

**TITLE:** Library Technical Assistant I (Circulation Desk Assignment)

**DEPARTMENT:** Public Library

**REPORTS TO:** Library Director & Assistant Director

#### **DEFINITION:**

Performs assigned tasks and clerical duties necessary for efficient and effective library operation. Primary responsibilities of this position are front-desk library circulation tasks and attending to the public with outstanding customer service. This is a full-time position, requiring flexibility in scheduling, as evening and Saturday hours are required.

#### **ESSENTIAL JOB FUNCTIONS:**

- Provide exemplary, high-energy, and friendly customer service to all individuals by demonstrating a willingness to be attentive, understanding, and responsive to patron needs.
- Has assigned times during which employee works at circulation desk, checking materials in and out, collecting fines, contacting patrons with reserve books, issuing library cards, and recording meeting room reservations.
- Assist patrons with basic reference, reader's advisory, technology and information needs. Also, provide patrons with basic assistance in use of Microsoft Office and electronic resources (Internet, databases, electronic devices, and other related digital resources).
- Process books and other library materials for the collection.
- Update records and labels on library materials.
- Mend and clean damaged library materials.
- Organize and shelve library items.
- Available to work evenings and Saturdays.

#### **OTHER JOB FUNCTIONS:**

Assist with inventory and weeding of library collection.

Prepare reports, lists, letters, forms, and bibliographies.

Plan and implement children's and adult programming.

Perform other duties and tasks as required.

#### **QUALIFICATIONS:**

Knowledge of:

General office practices and procedures as they relate to all functional areas  
Library operation and terminology  
Knowledge and experience with technology and social media.

Skills in:

Strong interpersonal skills  
Data entry, file management and ordering  
Inventory control  
Time management

Ability to:

Proficiently enter data and file materials accurately  
Organize and prioritize work, then complete work in an effective and efficient manner  
Communicate effectively, both orally and in writing, with other employees and the public. Bi-lingual Spanish-English preferred  
Ability to establish and maintain effective working relationships with library staff and public  
Push and pull loaded book trucks  
Physically perform essential job functions

**EXPERIENCE/EDUCATION:**

High school diploma or GED

Bachelor's degree or two years' related experience preferred.

**LICENSES OR CERTIFICATES:**

Valid Driver's License