



JOB ANNOUNCEMENT

LIBRARY SPECIALIST, CHILDREN'S DEPARTMENT

1 24 HOUR POSITION, ASHLAND

PART-TIME

\$19.21 TO \$24.07 PER HOUR

CLOSES AUGUST 10, 2021 – OPEN UNTIL FILLED

ABOUT JCLS

With more than 200 days of sunshine each year, Jackson County, Oregon is located midway between Portland and San Francisco. The region boasts beautiful valleys and mountain lakes, wineries, wild rivers, easy access to the Redwoods and coast, and cultural entertainment to rival big cities.



Jackson County Library Services (JCLS) serves the 220,000 residents of Jackson County with 15 branch libraries. The mission of the Jackson County Library District is to connect everyone to information, ideas, and each other. We provide a wide range of children's, teen, and adult physical and electronic resources and collections as well as outreach services, including booktalks for elementary and middle school students, services for homebound patrons, and outreach to childcare centers. Our ever-changing [calendar of programs](#) and events is diverse, including musical performances, lectures, art exhibits, classes, book groups, storytimes, and more.

THE POSITION

The Library Specialist position performs front-line customer service and a variety of moderately complex technical and paraprofessional duties in support of various sections or functions of the library, at the Circulation, Reference/Adult Services, Children's, or Teen service desks. Excellent customer service to library patrons is the core tenet of the Library Specialist position. The Library Specialist is also responsible for planning and facilitating programs for all ages, providing reader's advisory, fielding reference questions, and may coordinate and train volunteers.

DUTIES AND RESPONSIBILITIES

- Provides customer service to patrons by greeting, providing tours, and assisting patrons in all areas of the library.
- Works closely with Branch Managers and Librarians to plan, implement, and promote programming activities for all ages.
- Processes newly acquired library materials, including all identifying stamps, labels, and covers.
- Supports Reference, Teen, and Children's service desks in assisting patrons with questions.

- Checks in and processes library materials as directed.
- Knows and understands the American Library Association's Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement, recognizing that freedom of access is a fundamental tenet of a public library.
- Follows all legal and policy requirements related to patron privacy and custodianship of patron records.
- Processes newly acquired library materials, including all identifying stamps, labels, and covers.
- Processes damaged materials to ensure collections are in good condition.
- Informs library patrons of rules of conduct as necessary, and enforce those rules when appropriate.
- Assists with library opening and closing procedures.
- Regular attendance.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Customer service techniques to handle a variety of customer interactions.
- Effective oral and written communications.
- Promotional skills to provide customers with information about services, programs, and special events.
- Effective problem-solving skills.
- Interpersonal skills to promote teamwork.
- Knowledge of Microsoft Office Suite.
- Advanced knowledge of computers, related equipment, Internet and fundamental research, and commonly used office software to perform data entry and to create original documents, save, and open/review/edit existing documents.
- Knowledge of the educational, developmental, and interest levels of different populations served.
- Knowledge of basic library services including ability to use alpha and/or numeric systems for accurate and fast-paced materials placement.
- Basic library circulation policies and procedures (and designated Administrative Rules).
- Library print and electronic resources including commonly used reference sources, library databases, and/or Internet.
- Library's integrated library system.
- Ability to work both independently and in a team setting.
- Strong interpersonal skills.

QUALIFICATIONS

MINIMUM QUALIFICATIONS

1. High School Diploma or GED.
2. One year of library experience.
3. OR the equivalent combination of education and experience which provides the knowledge, skills, and abilities required to perform the duties as described.

DESIRED QUALIFICATIONS

1. Two years of library experience.
2. Bilingual.
3. Bachelor's degree from a regionally accredited institution.

SPECIAL REQUIREMENTS/LICENSES

- Criminal background check required.

WORKING CONDITIONS

While performing the duties of this position, the employee is continuously required to communicate by talking and listening, use of fingers and hands, repetitive motion and sitting. Frequently required to stand, walk, reach, and feel. Occasionally bend, stoop, grasp and rarely to feel, kneel or crawl. The position requires mobility, including the ability

to move materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc. May infrequently require moving materials weighing up to 30 pounds.

Manual dexterity and coordination are required over [75%] of the work period while operating equipment such as a computer keyboard, calculator, and standard office equipment. High volume environment with high accuracy requirements for numeric and alpha processing.

Travel to other district locations and/or to workshops/professional meetings/conferences.

This level has a work environment that is well protected, with virtually no hazards or obstacles. There is very little element of personal risk or hazard. Job conditions are stable, usually well managed, and very comfortable. Conditions may consist of the following:

- Reading for comprehension and direction, (policies & procedures).
- Speaking to share/respond, to maintain relationships and to convey instructions and/or direction.
- Various equipment includes computers with a keyboard and mouse, telephone, and other electronic devices to share documents, information and discussion.
- Interaction with library customers, Foundation Board, library staff, and the management team.
- May include stressful situations related to negotiating or resolving problems.
- Attendance at occasional evening/weekend meetings and/or social/business events.

SALARY

This position is placed at range I on the JCLS salary schedule, and has a starting salary range of \$19.21 to \$20.42 per hour. The full salary range is \$19.21 to \$24.07 per hour. Placement on the salary schedule is based upon education and experience.

BENEFITS

JCLS offers a competitive benefits package including 401(a), medical, dental and vision coverage to employees and qualified dependents. In addition, JCLS provides vacation, sick leave and paid holidays.

SELECTION PROCESS

After the preliminary screening, selected candidates will be invited for an initial interview. Videoconference interviews (in lieu of an in-person initial interview) will be offered. Candidates to be interviewed will be selected from applicants who most closely meet the minimum and desired qualifications. Meeting the minimum qualifications does not guarantee an interview.

JCLS reserves the right to re-advertise the position or to delay indefinitely filling of the position if it is deemed that applicants for the position do not constitute an adequate applicant pool or if funding is not available.

CONDITIONS OF EMPLOYMENT

Employees must satisfy all of the pre-employment requirements prior to appointment that include, but are not limited to; verification of their legal right to work in the United States, and a background check.

ACCOMMODATIONS

Applicants requiring reasonable accommodations in completing the application or the interview process must notify the Human Resources Department in advance.

EQUAL OPPORTUNITY EMPLOYER

JCLS provides equal employment opportunities to all employees and applicants for employment, and prohibits discrimination and harassment, of any type, without regard to race, color, religion, age, sex, national origin, marital

status, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, and training.

The organization employs affirmative personnel measures to ensure the achievement of equal employment opportunities in all aspects of employment, and the work environment. These policies of nondiscrimination will prevail throughout every aspect of the employment relationship, including recruitment, selection, compensation, promotion, transfer, layoff, termination, training, and conflict resolution.

APPLICATION PROCESS

In order to be considered for this position, applicants must submit a **JCLS Application, Cover Letter and Resume**. The JCLS Application can be found at <https://jcls.org/about/job-opportunities/>. These items must be turned in to the Human Resources Department no later than **August 10, 2021 at Midnight PST**.

Materials can be submitted by emailing to bfogerty@jcls.org. Only candidates with complete materials and who meet the minimum qualifications of the position will be considered.