



JOB ANNOUNCEMENT

MOBILE SERVICES SPECIALIST MEDFORD LOCATION & MOBILE FULL-TIME/40 HOURS \$19.22 TO \$24.07 PER HOUR \$39,966 TO \$50,057 PER YEAR CLOSES JULY 26, 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 Mobile Technology Library Specialist is an integral part of the JCLS Outreach mission to connect people to information, ideas, and each other. The incumbent in this position must have expert knowledge of Outreach best practices and the local area in order to identify and recommend appropriate locations where the JCLS Tech Connect Van is needed. Responsible for maintaining a schedule of outreach stops, driving the van to designated locations, and providing exemplary customer service to Jackson County residents while representing JCLS in the community. This position requires an understanding of library circulation procedures, library tech programming to youth and adults, as well as the ability to assist patrons of all ages and diverse backgrounds to meet their technology needs.

DUTIES AND RESPONSIBILITIES

- Actively support the mission of JCLS to connect everyone to information, ideas, and each other
- Maintain a dependable schedule of outreach stops throughout Jackson County, including stops at schools, assisted living facilities, festivals, and other locations

**Applegate Ashland Butte Falls Central Point Eagle Point Gold Hill Jacksonville Medford
Phoenix Prospect Rogue River Ruch Shady Cove Talent White City**

- Actively seek out new partnerships within the County
- Assist patrons in accessing JCLS resources, placing holds on materials, checking out and returning materials, and applying for a library card
- Performs routine duties associated with the day-to-day operations of the Van including daily inspections and cleaning of the vehicle
- Ensure all vehicle maintenance is done in a timely manner and based on maintenance schedule
- Ensure all laptops, tablets, and STEM materials are charged and ready for use by patrons
- Prepare special collections for schools and other groups

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent driving skills and safe driving record-
- Excellent customer service techniques to handle a variety of customer interactions-
- Effective oral and written communication skills
- Promotional skills to provide patrons with information about services, programs, and special events
- Comfortable with a wide-range of technologies and ease with learning new technologies
- Effective problem-solving skills
- Proficient knowledge and demonstrated ability to utilize Microsoft Office Suite
- Knowledge of the educational, developmental, and interest levels of different populations served
- Working knowledge of library procedures, systems, and equipment-
- General knowledge of Reader's Advisory
- Ability to establish and maintain effective working relationships with library patrons and other library employees
- Ability to work accurately with attention to detail
- Ability to work independently with minimal direct supervision and to handle issues that may arise on a day-to-day basis
- Ability to meet a wide range of patrons' needs
- Ability to update schedule on library webpage
- Regular attendance
- Performs other duties as assigned

QUALIFICATIONS

MINIMUM QUALIFICATIONS

- Valid Oregon driver's license and clean driving record
- High school diploma or G.E.D.
- Two years of experience working in a library

DESIRED QUALIFICATIONS

- Bilingual
- Bachelor's Degree or Master's in Library and Information Science
- Previous Outreach experience

SPECIAL REQUIREMENTS/LICENSES

- Criminal background check required

WORKING CONDITIONS

While performing the duties of this position, the employee will travel throughout Jackson County at least four days a week. The employee will use proper body mechanics to lift items needed to perform the job, usually no less than 25 lbs. Work in diverse conditions with moderate exposure to office and vehicle related chemicals. Encounter normal fluctuations in interior conditions, such as noise and temperatures. Because of the mobile nature of the job, extreme weather conditions can also be experienced along with some driving in hazardous conditions.

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, sit, and feel.

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 and maintain relationships or to convey instructions and/or direction
 - Presenting to a wide range of ages and audiences to inspire lifelong learning
 - Considerable cognitive process to make effective decisions for non-routine work
 - Various equipment includes computers with a keyboard and mouse, telephone, and other electronic devices to share documents, information and discussion
 - Deadlines and changing priorities with multiple demands on time
 - Attendance at evening and weekend meetings and/or social/business events
 - Available for emergencies and off-schedule contacts
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SALARY

This position is placed at range I on the JCLS salary schedule, and has a starting salary range of \$19.22 to \$20.42 per hour. The full salary range is \$19.22 to \$24.07 per hour and \$39,966 to \$50,057 per year. 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 [HERE](#). These items must be turned in to the Human Resources Department no later than **July 26, 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.