JOB ANNOUNCEMENT

LIBRARIAN I, ADULT SERVICES
MEDFORD 40 HRS
$23.36 TO $29.25 PER HOUR
$48,579 TO $60,844 PER YEAR
CLOSES MARCH 21, 2022 – 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

Under the general supervision of the Librarian II, the Librarian I performs professional-level library services and works both independently and with other staff to execute small to large-scale initiatives. This position works on a team of librarians directed by the Adult and/or Youth Services Coordinator to develop innovative approaches for a variety of library programs and services. Assistance with the circulation desk will be conducted as needed.

DUTIES AND RESPONSIBILITIES

• Provides reference and reader’s advisory assistance in person and via the organization’s adopted book lists format.
- Provides technology and computer help to patrons, including expert-level assistance with the library’s digital collection platforms.
- Continuously researches the various needs of the adult community served and evaluates data to design relevant, easily accessible resources and programs for the service population, in collaboration with the Adult Services team.
- Provides customer service and information services in alignment with the organization’s standard of excellence.
- Supports systemwide goals and initiatives.
- Understands current library trends and best practices and appropriately integrates these ideas into the daily work in the Adult Services Department.
- Communicates often and effectively with direct supervisor and Adult Services Coordinator.
- Evaluates basic statistical data and prepares basic statistical reports and surveys for the library and other entities (i.e. local government).
- Provides customer service to all age levels.
- Competent and comfortable at all branch service points (children's, teen, circulation, and reference).
- Performs outreach activities to local schools, community agencies, and organizations, in conjunction with the Outreach Department.
- Keeps up with library and demographic trends to ensure the library is utilizing best practices.
- Serves on committees and, at times, may serve as the chairperson for committees.
- 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.
- Actively supports and respects diversity in the workplace.
- Regular attendance.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES
- Proficiency in MS Office suite including Excel, Word and PowerPoint.
- Knowledge of online library databases and services.
- Ability to collaborate with faculty, staff, administrators, students and the community.
- Demonstrated success building and maintaining excellent interpersonal relationships.
- A commitment to a high level of customer services and patron satisfaction.
- Excellent communication skills, both verbal and written.
- Effective organizational, and problem-solving skills.
- Ability to work with all groups in a diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, faculty and staff, including those with disabilities.
- Able to work a flexible schedule including weekdays, evenings and weekends.
- Actively supports and respects diversity in the workplace.

QUALIFICATIONS
MINIMUM QUALIFICATIONS
1. Master’s degree from an ALA accredited institution in Library and Information Science, OR
   Equivalent combination of education and experience which provides the knowledge, skills, and abilities required to perform the duties as described.
2. One year of library experience.
3. Intermediate overall skill level consisting of experience and success overseeing direct public service.
4. Proven ability to communicate effectively with a number of different audiences using a variety of methods.

DESIRED QUALIFICATIONS

- Supervisory experience.
- Bilingual.

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, sit 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 20 pounds.

Manual dexterity and coordination are required over [75%] of the work period while operating equipment such as computer keyboard and standard office equipment.

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 and respond
- 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

SALARY

This position is placed at range M on the JCLS salary schedule, and has a starting salary range of $23.36 to $24.82 per hour, $48,579 to $51,606 per year. The full salary range is $23.36 to $29.25 hour, $48,579 to $60,844 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 at [https://jcls.org/about/job-opportunities/](https://jcls.org/about/job-opportunities/) These items must be turned in to the Human Resources Department no later than March 21, 2021 at MIDNIGHT PST.

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