



## **LIBRARY ASSISTANT – CHILDREN’S**

**Part Time Position at \$15.93/Hour**

**12 Hours per Week during the School Year**

**20+ Hours per Week during the Summer**

***Consider this Exciting Opportunity***

The City of McMinnville Library is looking for an enthusiastic and creative individual who will perform duties related to Children’s Library services. This individual provides basic reference and reader’s advisory, assistance to the public, promotions and publicity, and general upkeep of the Children’s Room.

The Children’s Library Assistant assists in presenting age appropriate Library programs for children; including and not limited to Summer Reading, and special events and programs. This position promotes library services to the community using appropriate media and produces children’s service displays, promotional posters, bulletin boards, flyers, decorations, and crafts as directed. The Library Assistant troubleshoots basic computer issues, provides basic reference services to children and adults, responds to inquiries regarding the use of the library, and explains the use of facilities, equipment, and library resources. This individual maintains the order of the Children’s Room, shelves books and

other library materials, and assists in program set-up and breakdown. The person in this position opens and closes the Children’s Room as required and turns on/off equipment, assists in providing children’s library services in the community.

The Children’s Library Assistant position work schedule will include evenings and weekends.

***McMinnville—The City  
and the Community***

**The City of McMinnville and the community** have many advantages to offer. The City, as an organization, is a full service city, which provides a broad range of public services in building permits and inspections, engineering, emergency medical response, fire suppression, legal counsel, library programs, municipal court, parks and recreation (Aquatic Center, Community Center, Kids on the Block Program,

Senior Center, Youth and Adult Sports), community planning, police, public works, and water reclamation. The City of McMinnville has a supportive Mayor and City Council who work well with the City Manager and members of the City's management team. It is the mission of the City to maintain a safe, livable environment within the community through open governance and the efficient delivery of public services.

McMinnville has a growing population of more than 32,400 and is a quiet, easy-going city situated in the western portion of Oregon's agriculturally rich Willamette Valley on U.S. Highway 99W. The Pacific Ocean beaches are 50 miles to the west, Portland is 36 miles to the northeast, and the state Capitol, Salem, is 25 miles to the southeast. McMinnville is home to Linfield College, listed in *U.S. News and World Report* as one of the nation's top regional colleges; and Chemeketa Community College, McMinnville Campus. In addition, McMinnville has a healthy, diverse economy and vibrant historic downtown. Gallery Theatre is located within the downtown area and offers plays and musicals throughout the year. The theatre is regionally recognized for its high quality performances and performing arts classes.



## Qualifications

### ***Knowledge of:***

- 📖 Customer service to young children and their families; and
- 📖 Technology in public libraries.

### ***Skills in:***

- 📖 Communicating effectively with children and families from diverse backgrounds; and
- 📖 Using technology in service to the public.

### ***Ability to:***

- 📖 Gain a general knowledge of children's literature and library practices and procedures;
- 📖 Establish and maintain effective working relationships with the general public, local officials, and employees;
- 📖 Work in a team environment; and
- 📖 Maintain confidential and sensitive information.



## Education and Experience

Any equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities required for the position is qualifying. A typical way to qualify would be the equivalent of a high school diploma.

Desirable experience and training includes college coursework in children's literature and early childhood development, previous library experience or experience in providing services to children. Fluency in English and Spanish is required.

## Compensation

The salary for the part time Library Assistant – Children's is \$15.93 per hour.



## Tentative Recruitment and Selection Schedule

**May 9, 2017 - May 26, 2017** - City employment applications and cover letter received. All applications must be received at City Hall, by 5:00 p.m. on Friday, May 26, 2017. Postmark dates will not be accepted.

**May 30, 2017 - June 2, 2017** - Conduct interviews and complete reference checks and background investigations.

**June 5, 2017 - June 9, 2017** – Applicants notified of decision.

**June 12, 2017** – Tentative start date for the new Children's Library Assistant.

## How to Apply

Completed applications and a cover letter should be addressed to Erica Thomas, City of McMinnville, 230 NE Second Street, McMinnville OR 97128 and must be received no later than 5:00 p.m., Friday, May 26, 2017. Applications may be submitted via regular mail, email, or facsimile.

Please call Ms. Thomas at (503) 434-2328; or e-mail her at

[erica.thomas@mcminnvilleoregon.gov](mailto:erica.thomas@mcminnvilleoregon.gov) to request a City employment application, or you can obtain an application and the recruitment announcement from our website [www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

*The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need accommodation to participate in the recruitment and selection process should request assistance by calling the number listed above or by e-mailing [erica.thomas@mcminnvilleoregon.gov](mailto:erica.thomas@mcminnvilleoregon.gov).*