



## **The McMinnville Public Library**

**Invites you to apply for the exciting position of**

**Librarian II, Reference**





## **LIBRARIAN II**

### **Reference**

**Part-Time, 32 hours per week**

**\$19.85 per hour**

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#### **GENERAL DESCRIPTION OF THE DUTIES**

This position provides professional library services associated with reference, readers' advisory, and interlibrary loan services; coordinates outreach, teen, or volunteer services; and conducts training in the use of library technology.

#### **SUPERVISION RECEIVED**

This position receives direct supervision from the Librarian III and may receive assignments and direction from higher classification Library staff.

#### **SUPERVISION EXERCISED**

Supervision is not a normal responsibility of this position. This position may provide training and orientation to newly assigned personnel and volunteers on Library policies and practices.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Provides reference services for library patrons which include conducting reference interviews, conducting research, directing customers to appropriate internal or external sources, matching interest and abilities to library materials.
2. Instructs patrons in the use of library materials and technology, the organization of the library, and the use of computer systems. Troubleshoots basic computer problems.
3. Performs tasks associated with selecting, ordering, and maintaining library materials in specific collections; keeps records of orders.

4. Schedules, arranges, and publicizes displays.
5. Processes requests from patrons for interlibrary loan materials, maintains related records and statistics, and processes materials when received and returned.
6. Plans and implements the homebound program, the teen program, or the volunteer program, recruits and trains volunteer assistants; maintains records.
7. Selects, prepares and reserves materials as requested by groups or individuals; compiles bibliographies on selected subjects for patrons and reference use.
8. Develops library programs for adults under the supervision of the Library Director.
9. Opens and closes the reference section as required, turns on/off equipment.
10. Performs work in accordance with federal, state, city, and library employment and safety laws, rules, and standards.

## **OTHER JOB FUNCTIONS**

Provides assistance in other library areas based on workload needs.

Maintains proficiency by attending workshops and conferences, working on city and professional committees, reading materials, and meeting with others in areas of responsibility.

Performs related work as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Principles and practices of library science and the philosophy of public library service;
- Basic library reference services practices and procedures, and collection development;
- Principles of customer service; and
- Knowledge of computer applications in a networked environment and basic troubleshooting.

### **Skills in:**

- Coordinating library programs such as the homebound program or volunteer program;
- Conducting reference interviews to understand informational and recreational reading needs;
- Communicating effectively with others from diverse backgrounds.

### **Ability to:**

- Establish and maintain effective working relationships with the general public, local officials, and employees; and
- Maintain confidential and sensitive information.

## **EDUCATION AND EXPERIENCE**

Any equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities is qualifying. A typical way to qualify would be a Bachelor's Degree in a subject area including college level coursework in library and/or information science, and responsible work experience involving extensive public contact.

## **DESIRABLE EXPERIENCE, TRAINING AND LICENSES**

A Master's Degree in Library Science (MLS) is desirable. Fluency in English and Spanish is preferred for some positions.

## **PHYSICAL DEMANDS**

While performing the duties of this position, an employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility and visual acuity. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 25 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as a computer, calculator, and standard library or office equipment. Qualified individuals with a disability and known limitations will be reasonably accommodated to perform the essential functions of this position.

## **WORKING CONDITIONS**

Usual library environment.

## **THE CITY OF MCMINNVILLE**

The City of McMinnville and the community have many advantages to offer the Librarian II including a supportive Mayor, City Council, City Manager, staff, and community. Historic Downtown McMinnville was recently recognized by Parade Magazine as the best downtown west of the Mississippi River. McMinnville's historic Third Street was also recently honored by the American Planning Association as one of its prestigious Great Streets in America. McMinnville is a full service city, providing a broad range of public services, and has a statewide reputation for stability and effective governance. It is the City's mission to maintain a safe, livable environment within the community through open governance and the efficient delivery of public services. A recent citizen survey rated the City's livability at 8.1 out of 10. The small-town atmosphere, the historic downtown area, and community spirit were most highly valued by those responding to the survey.

## **TO APPLY**

Those interested in applying for the position of Librarian II, Reference should submit the City of McMinnville's employment application (can be obtained online at [www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)), a cover letter, and a current resume that highlights relevant experience and education related to the position. Application materials (completed application, cover letter, and resume) must be received no later than 5:00 pm on Friday, January 5, 2018. Application materials should be submitted (via regular mail, email, or facsimile) to: Erica Thomas, Administrative Specialist 230 NE Second Street McMinnville, OR 97128, Email: [erica.thomas@mcminnvilleoregon.gov](mailto:erica.thomas@mcminnvilleoregon.gov), or Fax: (503) 472-4104. Ms. Thomas is also available to answer any questions from those who need additional information regarding this position or the recruitment and selection process.

Please contact her at 503.434.2328 or by email at [erica.thomas@mcminnvilleoregon.gov](mailto:erica.thomas@mcminnvilleoregon.gov). The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need reasonable accommodation (e.g., assistive listening devices) to participate in the recruitment and/or selection process should contact City Administration at (503) 434-2328. Please note that this announcement is intended as a general description of the position and hiring process for Librarian II, Reference. This is not an implied contract and may be modified without notice