



Job Announcement for the position of
Library Page
McMinnville Public Library
City of McMinnville

Salary: \$10.85 per hour
Job Type: Part-time
Schedule: Friday's from 9 am – 2 pm and Saturday's from 10 am – 5 pm
Closing Date: February 5, 2019
Location: City of McMinnville Library
(225 NW Adams St., McMinnville OR 97128)
Application: City employment application, no other materials are required

Announcement:

The City of McMinnville seeks to fill the position of Library Page. This position is a great introduction to working in a library environment. You'll work with a team of professionals who organize, sort, and distribute library materials for McMinnville residents. This is an entry-level job with no education or previous work experience requirement. Applicants must be able to work Friday's and Saturday's.

Definition:

The Library Page performs a variety of duties including checking-in, shelving, and processing library materials for circulation. The Library Page ensures library materials are organized and readily available for the public to access.

Supervision Received and Exercised:

The Library Page is directly supervised by the Library Circulation Supervisor or the supervisor of Technical Services. The Library Page is not responsible for supervision.

Duties and Responsibilities:

- Performs a variety of routine library support tasks including, sorting, shelving, stacking, and retrieving a wide variety of library materials.
- Performs basic processing of returned materials (check-in).
- Monitors the condition of library materials, performs basic repairs and/or cleaning of library materials, and processes damaged or missing parts to materials.
- Maintains, shelves, and arranges library materials according to alphabetical, numerical and categorical systems, assuring that all library materials are in the proper location for accessibility to the public.
- Packs, unpacks and routes library materials for transfer, reserve or cataloging.
- Prepares and monitors shelving carts for returning materials to their respective library locations.
- Conducts shelf reading for accuracy, and straightens or shifts library materials to assigned areas of the library as directed.

- Processes library materials added to the collection; attaches book jackets and laminates as required, and prepares and labels materials.
- Assists with special projects such as inventory, shifting, or relocating collections.
- Assists with mending of materials in all formats.
- Works with efficiency, accuracy, and contributes ideas and solutions to library related activities and problems.
- Assists in keeping all areas of the library in a clean, neat, and orderly condition and public office supplies stocked.
- Answers routine directional questions from the public and refers non-routine questions to higher level staff.
- Operates a variety of standard office equipment and computer software, including computer workstations, printers, copiers, the library's integrated library system (ILS) software, and radio frequency identification (RFID) equipment.
- Assists with the direction and development of library volunteers.
- Maintains a current understanding and practice of library policies and procedures.
- Performs a wide range of routine and repetitive physical motions including bending and reaching and pushing, moving and carrying library materials.

Qualifications:

Knowledge of:

- Standard office procedures and equipment; and
- Basic math.

Skills in:

- Operating standard library office equipment
- Problem solving and decision making;
- Establishing and maintaining effective working relationships with others.

Ability to:

- Learn and implement Library policies and circulation procedures;
- Work in a team environment;
- Use sound independent judgment within established guidelines
- Maintain confidential and sensitive information;
- Communicate tactfully and effectively with a variety of individuals including patrons and library staff of diverse backgrounds
- Learn library software (ILS) procedures;
- Respond to changes in Library policies and procedures;
- Learn about the various Library collections;
- Recognize safety hazards and report to the appropriate authority;
- Learn routine processes within a reasonable period of time;
- Understand and follow instructions;
- Maintain accuracy and efficiency in filing and processing of library materials
- Demonstrate effective time management.

Physical Demands and Working Conditions:

Majority of the work period is spent in the laboratory with exposure to chemicals, acids, wet surfaces, pathogens, odors, noise, and fumes. May require working weekends, holidays, and rotating shifts.

The Application Process:

Those who are interested in applying for the position of the Library Page position should submit a City employment application to hr@mcminnvilleoregon.gov.

Tentative Selection Schedule:

Completed applications will be accepted via email (hr@mcminnvilleoregon.gov) through 11:45 pm on Tuesday, February 5, 2019. The position will remain open if the City does not receive a sufficient number of qualified applicants. If you are unable to submit an application online, please bring a hard copy to City Hall (230 NE 2nd St., McMinnville OR 97128) before 5 pm on Tuesday, February 5, 2019. Interviews will be conducted shortly after this recruitment closes. The City of McMinnville hopes to fill the position within 4-6 weeks.

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 Erica Thomas, the ADA Coordinator (see the phone number and e-mail address listed above). This is not an implied contract and may be modified without notice.