



## Position Announcement

The City of Hermiston is seeking a

### Part Time Library Assistant

Deadline: August 6, 2021

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The City of Hermiston is seeking a: Part-time Library Assistant (25 hours/week, some evenings and Saturdays), starting salary \$19.82/hour. This position performs a variety of duties within the library including check in/out, shelf maintenance, reference assistance, data entry/maintenance, handles money, and other related work as needed. Will assist with coordinating and presenting library programs.

Minimum qualifications High School diploma or equivalent. Library work as a student, volunteer or other experience in library service, preferred. Applicant must be able to communicate effectively and deal tactfully and courteously with the general public. Skills in graphic design are desired. Ability to continuously stand or walk, bend, squat, and lift up to 50 pounds occasionally. English-Spanish language skills desirable.

Interested candidates must submit a City of Hermiston Employment Application and resume, including verifiable work experience to the City of Hermiston, 180 NE 2<sup>nd</sup> Street, Hermiston, OR 97838 or via email to: [cinnners@hermiston.or.us](mailto:cinnners@hermiston.or.us) no later than 5:00pm, Friday, August 6, 2021.



Contact: Crystal Inners  
Human Resource Specialist  
Phone: 541-667-5008  
Fax: 541-567-5530  
[cinnners@hermiston.or.us](mailto:cinnners@hermiston.or.us)



## City of Hermiston, Oregon Position Description

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**Job Title:** Library Assistant

**Department:** Library

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### **General Statement of Responsibilities**

Performs a variety of duties within the library including circulation, book shelving, reference assistance, typing, and file maintenance. Responsible for working directly with library patrons to provide services.

### **Supervision Received**

Works under the general supervision of the Library Director. Daily assignments and review of work may be provided by the Senior Library Assistant.

### **Supervision Exercised**

Supervision of others is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel, and may assign work to temporary workers.

### **Examples of Duties - Essential Functions**

1. Works at the circulation desk which includes checking library materials in and out, collecting fines/fees, reviewing materials returned for damages and arranging materials for re-shelving.
2. Responds to inquiries from the public (in person and by phone) individually and in groups regarding use of the library; explains the use of library facilities, including public catalog computers, photocopy and FAX machines and audio-visual equipment; assists patrons with basic reference and other library-related questions.
3. Reviews/prepares applications and library cards for new users.
4. Places books and materials on reserve and notifies patrons when available.
5. Shelves books and other library materials.
6. Makes minor repairs to damaged library materials.
7. Opens and closes library as assigned.
8. Types and photocopies correspondence, schedules, reports, minutes and other materials; maintains library related files.
9. Coordinates inter-library loan requests through correspondence with other libraries.
10. Operates computer to increase, verify, and maintain information and data on collection.
11. Assists with summer reading programs for children and other special library programs or projects.

12. Prepares periodic reports regarding library activities and department time sheets.

13. May translate English-Spanish for patrons in person or written materials.

### **Screening Criteria**

#### **Education and Experience:**

- A High School Diploma or equivalency is required;
- AND some student, volunteer or other experience in library circulation preferred;
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

**Special Requirements/Licenses:** A valid Oregon driver's license and proof of an acceptable driving record are required.

**Knowledge of:** Public library operations policies, procedures, collections, and office practices; knowledge of reference service and materials, electronic information services, library and bibliographic instruction; experience using Internet resources and a variety of software including a variety of microcomputer applications in a network or non-network environment, software programs, Internet, networking, and shared systems. Some knowledge of principles and practices of library science.

**Skills:** Excellent oral and written communication skills. Operation and maintenance of standard office and library equipment, both hardware and software, including computerized circulation system, microform readers, and reference resources.

**Ability to:** Establish and maintain effective working relationships with employees, supervisors, volunteers, the general public, and peers and library professionals; deal tactfully with the public; organize and prioritize workload and work independently.

**Physical Demands of Position:** *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

Manual dexterity and coordination are required for over half of the daily work period (about 80%) which is spent sitting while operating office equipment such as computers, keyboards, 10-key, and telephones; and while moving equipment, books, and office supplies. While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires some mobility including the ability to lift and/or move materials under 5 lbs. daily, 5-60 lbs. frequently, and over 60 lbs. occasionally. This position requires both verbal and written communication abilities.

*This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

**Working Conditions:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee is primarily working indoors in an office environment. The noise level in the work environment is usually moderate and lighting is adequate.

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# CITY OF HERMISTON

## EMPLOYMENT APPLICATION

The City of Hermiston is an Equal Employment Opportunity employer. We are dedicated to a policy of selection of the best available candidate based on job-related criteria, education, knowledge, skills and abilities. We will not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, or mental or physical disability. The City is a public agency and any information may be released if required by law.

Per Oregon Revised Statutes 408.225-237, the City grants a preference in hiring to veterans and disabled veterans as defined by state law. If you are eligible and wish to claim Veterans' Preference points, please include supporting documents along with your application materials. Under ORS 408.237, veterans with skills obtained through military education or experience that substantially relates to the position should demonstrate in their cover letter how those transferrable skills satisfy the essential functions of the position as set out in the job description.

**Residency Requirement:** Employees shall reside within a thirty-minute response time to their primary duty station, excluding Washington State.

Part 1. General Information	
Title of Position You Are Applying For	
Name (Last, First, and Middle Initial)	Home Phone ( )
Mailing Address (Include apartment number, if any)	Cell Phone ( )
City State Zip	Email address:
Alternative contact info: Name: Phone:	
Desired salary:	Do you have a reliable means of transportation to and from work? Yes <input type="checkbox"/> No <input type="checkbox"/>
Will you accept: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Overtime <input type="checkbox"/> Weekends <input type="checkbox"/> Shift Work <input type="checkbox"/> (check if yes)	Date Available:
Are you able to perform the essential functions of this position, with or without reasonable accommodations? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Can you provide proof of citizenship, visa or alien registration if hired? Yes <input type="checkbox"/> No <input type="checkbox"/> Are you a Veteran? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you wish to claim Veterans Preference points under ORS 408.225-237 Yes <input type="checkbox"/> No <input type="checkbox"/> If you answered yes to this question, please include the proper supporting documents.	
Do you read, write, or speak fluently more than one language? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, please list all languages in which you are fluent:	
Have you ever been employed by the City of Hermiston? Yes <input type="checkbox"/> No <input type="checkbox"/> Dates: From To	
Do you have any relatives currently working for the City of Hermiston? Yes <input type="checkbox"/> No <input type="checkbox"/> Name Dept/Div Relationship Name Dept/Div Relationship	

**Part 2. Background Information**

Do you have a valid driver's license? Yes ☐ No ☐ State of Issue:

Provide a full listing of state certification and operator licenses, including license number, expiration date and state of certification:

Type of License, Certificate or Registration	State of Issue/ License Number	Expiration Date
1.		
2.		
3.		
4.		

If you have been licensed in another state in the last three years, the name of the state is:

Provide details on your Emergency Medical Training status:

**Part 3. Education and Training**

Did you graduate from high school or receive a G.E.D.? Yes ☐ No ☐ Location:

List college, business school, military training, and other **relevant** education.

School Name and Location	Dates From To	# Sem Hours	# Qtr Hours	Major	Degree Earned	Year Degree Received
1.						
2.						
3.						
4.						
5.						

List other specialized training, seminars or correspondence courses or similar education which is pertinent to the position for which you are applying:

List computer software programs you have used:

List the specific equipment or machinery you can operate which is related to the job you are applying for:

List those special skills or abilities which you believe make you qualified for the position for which you are applying:

**Part 4. Employment History**

List your work history for the last 10 years, including self-employment, volunteer work, military service and any periods of unemployment. Begin with your most recent position in block 1 and list each position separately. Include experience beyond 10 years if it is related to the job for which you are applying. Attach additional employment history sheets in the same general format if needed. Please describe each major part of your job duties in as much detail as possible.

May we contact this employer? ☐ Yes ☐ No ☐ Contact me first.

1. Most Recent Position Title	Employer Name and Location	Employer's Phone Number	Dates Worked (Month and Year) From:  To:
Primary Duties:			Total Years/Months Worked
			# Hours Worked per Week
Name and Title of Immediate Supervisor:			
Number and Type of Employees You Supervised:			
Reason for leaving/considering change:			

May we contact this employer? ☐ Yes ☐ No ☐ Contact me first.

2. Most Recent Position Title	Employer Name and Location	Employer's Phone Number	Dates Worked Month and Year From:  To:
Primary Duties:			Total Years/Months Worked
			# Hours Worked per Week
Name and Title of Immediate Supervisor:			
Number and Type of Employees You Supervised:			
Reason for leaving/considering change:			

May we contact this employer? ☐ Yes ☐ No ☐ Contact me first.

3. Most Recent Position Title	Employer Name and Location	Employer's Phone Number	Dates Worked (Month and Year) From:  To:
Primary Duties:			Total Years/Months Worked
			# Hours Worked per Week
Name and Title of Immediate Supervisor:			
Number and Type of Employees You Supervised:			
Reason for leaving/considering change:			

May we contact this employer? ☐ Yes ☐ No ☐ Contact me first.

4. Most Recent Position Title	Employer Name and Location	Employer's Phone Number	Dates Worked (Month and Year) From:
			To:
Primary Duties:			Total Years/Months Worked
			# Hours Worked per Week
Name and Title of Immediate Supervisor:			
Number and Type of Employees You Supervised:			
Reason for leaving/considering change:			

May we contact this employer? ☐ Yes ☐ No ☐ Contact me first.

5. Most Recent Position Title	Employer Name and Location	Employer's Phone Number	Dates Worked (Month and Year) From:
			To:
Primary Duties:			Total Years/Months Worked
			# Hours Worked per Week
Name and Title of Immediate Supervisor:			
Number and Type of Employees You Supervised:			
Reason for leaving/considering change:			

## Part 5. References

Please provide the name, address, occupation and telephone number of three individuals, OTHER THAN RELATIVES OR FORMER EMPLOYERS, who know you well enough to provide information about you:

NAME	ADDRESS	OCCUPATION	TELEPHONE #
1.			
2.			
3.			



PLEASE READ THE FOLLOWING STATEMENT CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.

I hereby certify that the information contained in this application is true and correct and without omission, and agree to have any of the statements checked by the City of Hermiston unless I have indicated to the contrary. I authorize the references listed above to provide the City any and all information concerning my previous employment and any pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the City as well as from the use or disclosure of such information by the City or any of its agents, employees or representatives. I understand that any misrepresentation, falsification or material omission of the information on this application may result in my failure to receive an offer or, if I am hired, in my dismissal from employment.

In consideration of my employment, I agree to conform to the rules and standard of the City and agree that my employment can be terminated at any time. I understand that no employee or representative of the City other than the city manager has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I also understand that all offers of employment are conditioned on the provision of satisfactory proof of an applicant's identity and legal authority to work in the United States. I understand that my employment may be subject to the satisfactory results of any pre-employment examinations required including testing for illegal drugs.

☐ I have read and understand the above.

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Signature of Applicant

Date