



## Position Announcement

The City of Hermiston is seeking a

### Part Time Library Assistant

Deadline: July 31, 2023

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The City of Hermiston is seeking a: Part-time Library Assistant (25-30 hours/week, some evenings and Saturdays), starting wage is \$21.13/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 preferred.

Interested candidates must submit a City of Hermiston Employment Application and resume, including verifiable work experience to the City of Hermiston, 180 NE 2nd Street, Hermiston, OR 97838 or via email to: [cinnners@hermiston.or.us](mailto:cinnners@hermiston.or.us) no later than 5:00pm, Monday, July 31, 2023.



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



Where Life is Sweet

## 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.

**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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