

Benefits and Salary:
\$52,392 - \$63,744 DOE

- Medical, Dental and Vision
- Paid Life and AD&D Insurance
- Long Term Disability
- Oregon PERS Retirement
- Deferred Compensation Plans
- HRA VEBA Contributions
- Paid Vacation and Sick Leave
- 10 Paid Holidays/2 Personal Days
- 5% Bilingual Pay Incentive

Minimum Qualifications:

- A High School Diploma or equivalency is required; A Bachelor's Degree, Advanced degree, or Masters of Library Science from an American Library Association accredited institution is preferred;
- AND at least three years of progressively responsible library experience;
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.
- Must pass a criminal history background check

Preferred Qualifications:

- Masters of Library Science from an American Library Association accredited institution
- Experience or formal education in program/project management in a library setting
- Experience in using internet resources and a variety of software programs, online databases and shared
- Knowledge of all levels of bibliographic, cataloguing, and reference resources and systems. Strong verbal and written communication skills
- Ability to train/coach others in library use and technology
- Strong skills in public relations and communication



Librarian I

Are you passionate about libraries, community engagement, and creating meaningful programming for diverse audiences? The Hermiston Public Library is seeking a dynamic and creative **Librarian I** to join our team!

The ideal candidate will be technologically savvy, possess outstanding communication skills, and is capable of fostering strong relationships with staff, volunteers, and various community groups. This role requires a strong understanding of the principles, practices, and philosophy behind public library operations program development and innovative thinking to introduce novel library program concepts. Proficiency in social media marketing is highly desirable, adding value to our efforts to engage with the community through modern channels.

If you are passionate about library services and have the skills and experience to contribute to an innovative and dynamic team, we encourage you to apply.

The full description of duties and application packet can be found on the City's website: <https://hermiston.gov/jobs>

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: hr@hermiston.gov

First review of applicants will be January 27, 2025.



City of Hermiston, Oregon Position Description

Job Title: Librarian I

Department: Library

General Statement of Responsibilities

Performs professional level work in a particular category of library services, such as public services librarian, children's librarian, programming librarian, technical services librarian; performs a variety of other duties within the library including circulation and technical and clerical assistance.

Supervision Received

Works under the general supervision of the Library Director who reviews work primarily on the basis of results achieved and the maintenance of city and library standards.

Supervision Exercised

Supervision of others in specific capacities is a function of this position. Will provide training and orientation to newly assigned personnel, and will assign/review work by volunteers, and/or temporary workers.

Examples of Duties - Essential Functions

1. Plans and implements programming in the Hermiston Public Library.
2. Coordinates, collaborates and schedules priorities, programs, and marketing with other library team members.
3. Engages in outreach to groups within our community.
4. Oversees marketing and social media with the Assistant Director.
5. Provides general or comprehensive reference service to library patrons, responding to service requests of a general nature, across many disciplines and subject areas.
6. Provides point-of-use assistance or instruction for patrons of all ages, staff and volunteers in library skills, reader's advisory, bibliographic instruction and hands-on training of both electronic and print resources, including internet use.
7. Maintains and updates library's web page with others as assigned.
8. Creates, maintains, and processes records and databases as needed or requested by the library director.
9. Plans and participates directly in such library responsibilities as weeding, collection development, staff meetings and planning sessions, staff training, volunteer training, library patron training, and bibliographic records and cataloguing database management.
10. Provides expertise in evaluation of library technology resources, including multimedia, electronic databases and the internet.

11. Assists at the circulation desk as needed, for check-ins, check-outs, new cards, fine payments, inter-library loans.
12. Attend virtual, local, regional and statewide library meetings as assigned.

Screening Criteria

Education and Experience:

- A High School Diploma or equivalency is required; A Bachelor's Degree, Advanced degree, or Master of Library Science from an American Library Association accredited institution is preferred;
- AND at least three years of progressively responsible library experience;
- 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. (see item 3 above)

Knowledge of: Considerable knowledge of the principals, practices, and philosophy of public library operations and program planning. Project management. Knowledge of reference service and materials, electronic information services, library and bibliographic instruction; experience using Internet resources and a variety of software including computer applications, online services, databases, internet, and shared systems. Knowledge of all levels of bibliographic, cataloguing, and reference resources and systems.

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: Communicate effectively both orally and in writing; establish and maintain effective working relationships with other employees, supervisors, library volunteers, the general public and other library professionals. Train and coach others in library use and technology use. Learn quickly and independently. Organize, manage, and evaluate projects and training sessions.

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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