



## Library Assistant

The City of Hermiston is seeking a friendly, organized, and motivated **Library Assistant** to join our team! This position performs a variety of tasks to support daily library operations and public service.

This position is part-time (up to 29 hours per week), with competitive wages ranging from \$23.10 - \$28.10/hr, ability to work evenings and Saturdays is a must.

### Key Responsibilities:

- Check library materials in/out; collect fines and fees
- Assist patrons with reference questions and use of library equipment
- Maintain shelves and collections; process new and damaged materials
- Enter and maintain data in library systems
- Handle cash transactions and patron accounts
- Support and help coordinate library programs, including summer reading programs
- Ability to present program material, is confident in delivering information to large groups of people
- May assist with English-Spanish translation
- Other related duties as needed

### Qualifications:

- High School diploma or equivalent required
- Library experience preferred
- Excellent communication and customer service skills
- Ability to stand, walk, bend, squat, and lift up to 50 pounds
- Skills in graphic design and social media is a plus
- Experience with Maker Space a desired
- Bilingual English-Spanish skills preferred, but not required

If you enjoy helping others, love books and learning, and want to make a difference in your community, we'd like to hear from you!

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](mailto:hr@hermiston.gov). First review of applicants will be Friday, July 2, 2026.



# Position Description

## Library Assistant

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Classification: Non-Exempt

Department: Library

Salary Range: 32

Union: Non-union

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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

*The below list of job duties and responsibilities is not exclusive nor exhaustive. Employees in this position may perform some or all of the following tasks. Other duties may be assigned.*

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 send notification to patrons when available.

5. Shelves books and other library materials. Maintains cataloguing and collections maintenance of magazines.
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. Assist patrons with the operation of makerspace tools and equipment.
10. Coordinates inter-library loan requests through correspondence with other libraries.
11. Operates computer to increase, verify, and maintain information and data on collection.
12. Coordinates summer reading programs for children and other special library programs or projects.
13. Prepares periodic reports regarding library activities and department time sheets.
14. May translate English Spanish for patrons verbally in person or written materials.
15. Assist with additional tasks and responsibilities as needed to ensure smooth operations and adapt to changing priorities within the department.
16. Travel to off-site locations as needed for business purposes.

### **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, CD-ROM databases, 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, 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.

**Working Conditions:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation 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.