



CITY OF CANBY JOB ANNOUNCEMENT

Office Specialist II / Library Assistant Canby Public Library

Part Time (25 hours/week) / Non-Exempt / AFSCME Represented

Salary: \$18.25/hour, prorated benefits included

Opens: March 31, 2017

Closes: April 28, 2017 at 5:00 pm

Apply to: Human Resource Department
City of Canby
PO Box 930
Canby, OR 97013
(503) 266-0699 fax
zeibera@canbyoregon.gov

SUMMARY AND REQUIREMENTS: **Position is part time - 25 hours a week.** The City of Canby seeks enthusiastic, service-oriented individuals to join the public services team at the Canby Public Library. Primary responsibilities include providing excellent customer service at the public services desk, checking materials out and in, searching the catalog to place holds, performing readers advisory and reference services, explaining library policies, assisting with library computers and equipment, collecting fees & fines, and preparing the building for opening or closing. Other duties may include processing new library materials, pulling holds, assisting with library programming, and maintaining order of collections. Equivalent to high school education and three to five years of public library experience/knowledge of library databases required. A Master of Library and Information Science (MLIS) may be considered in lieu of experience. Hours include day, evening and weekends. Successful candidates will demonstrate excellent teamwork and communication skills, as well as any satisfactory combination of education and experience which demonstrates the knowledge, skills and abilities to perform the above duties. (*Refer to full Job Description for additional information and requirements.*)

APPLICATION MATERIALS: A completed and signed City application, resume and cover letter must be received by the Human Resource Department for the application to be complete. Electronic copies are accepted with a signature. Application materials can be picked up at Canby Civic Offices, 222 NE 2nd Ave., Canby OR; downloaded from www.canbyoregon.gov, or requested by mail by calling (503) 266-4021.

SELECTION PROCESS: Application materials will be used to select finalists. Candidates selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate may be subject to a pre-employment background investigation.

NOTIFICATION: Applicants who were not selected will be notified once the position has been filled.

EQUAL OPPORTUNITY EMPLOYER: The City of Canby is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Canby provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 266-0635.