



CITY OF CANBY JOB ANNOUNCEMENT

Library Page / Canby Public Library

Part Time, 12 hours per week/ Non-Exempt / Non Represented

Salary: \$10.75 - \$13.75 / hour

Opens: December 21, 2018

Closes: January 14, 2019 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: One part time positions available, scheduled for 12 hours per week.
Work Schedule - Thursday 5:15 pm – 8:15 pm * Friday 1:15 pm – 5:15 pm * Saturday 12:15 pm – 5:15 pm

Assist with day-to-day operations of the Library by ensuring that materials are properly checked in, routed, organized and shelved for easy retrieval by both staff and the public. Knowledge of arithmetic, spelling, alpha/numeric sorting methods, and general clerical related skills, operation of data entry and other standard office equipment. Any satisfactory combination of education, experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Previous work experience in a public Library helpful. (*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 97013, downloaded from <http://canbyoregon.gov/Jobs/jobopenings.htm>, or requested by mail by calling Human Resources at (503) 266-0635.

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 shall 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.