



# CITY OF CANBY JOB ANNOUNCEMENT

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## Librarian – Outreach Services / Bilingual Canby Public Library

Full Time / Non-Exempt / AFSCME Represented

Salary: \$52,596 - \$67,824 / annual salary, plus City paid PERS and 5% incentive for English/Spanish bilingual

Opens: January 18, 2019

Closes: Open Until Filled

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

**SUMMARY AND REQUIREMENTS:** The Outreach Librarian provides information about library services, training, initiatives, and programs to populations that may not be reached by traditional marketing channels. Lead development and implementation of strategies and programs for maximizing the reach of library services, specifically to under-served populations. Perform a variety of professional level tasks relative to the assigned area of responsibility within the library. Activities include selecting, cataloging, and maintaining various collections, developing and conducting special programs, providing professional level reference services, conducting library outreach, and maintaining consistent public computer access. May oversee and have lead worker responsibility over the work of volunteers and other paid staff. MLS or MLIS Masters of Library Science from an ALA-accredited college or university and at least two years of professional librarian experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. **Must be able to communicate effectively and efficiently, with a demonstrated proficiency in speaking and writing English and Spanish.** (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 2<sup>nd</sup> Ave., Canby OR 97013., downloaded from [www.canbyoregon.gov](http://www.canbyoregon.gov), 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 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.