



NEWBERG PUBLIC LIBRARY

503 E. Hancock Street • Newberg, Oregon 97132 • 503.538. 7323 • Fax 503.538.9720

ADVERTISEMENT
POST UNTIL August 2, 2013

NEWBERG PUBLIC LIBRARY
INVITES APPLICATIONS FOR

LIBRARY SHELVER
(10 Hours per week)

Hourly Pay: \$8.95 - \$11.46 per hour and will be determined upon review of qualifications.
The position does not include benefits.

POSITION

The Library Shelver shelves library materials and occasionally assists with library programming. The shelver spends their work time standing and moving around. The shelver typically sets up chairs and tables, brings in the outside book drop, shelves library materials, checks in books, picks up loose materials, straightens books, chairs, shelves, and magazines.

MINIMUM QUALIFICATIONS

Graduation from high school or attendance at high school or a GED is required. Ability to orally communicate effectively and to establish and maintain effective working relationships with patrons, employees, supervisors, and the general public is necessary. Must be at least 16 years old as working hours extend past 7 pm.

WORK SCHEDULE

The schedule may include two evenings (until 8:15 pm) and Saturdays. Schedule will be determined after hiring.

SELECTION PROCESS

Formal application rating on education, training and experience; oral interview and reference check; and job related tests may be required. A successful criminal background check is required, and a national fingerprint-based record check may be required as a condition of employment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The job advertisement is designed to give general information and is not all encompassing.

Applications are available from:

City of Newberg
Human Resources Department
Online Application at <http://newbergoregon.gov/jobs>
Mail: P.O. Box 970
Location: 414 E. First Street
Newberg, OR 97132
503.537.1261

Applications are also available at the library:

Circulation Desk
Newberg Public Library
Location: 503 E. Hancock Street
Newberg, OR 97132

Closing Date: August 2, 2013 by 4:00 pm
Applications are required and must be received in the
Human Resources Department no later than this date and time.

The City of Newberg is an Equal Opportunity /Affirmative Action Employer and a Drug & Violence Free Workplace
This employment opportunity is open to all persons without regard to race, color, religion, national origin, age, sex, marital status, political affiliation, veterans' status, physical or mental disability, sexual orientation, gender identity or any other status protected by federal, state or local laws.