



## NEWBERG PUBLIC LIBRARY

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

**ADVERTISEMENT**  
**POST UNTIL September 20, 2013**

**NEWBERG PUBLIC LIBRARY**  
**INVITES APPLICATIONS FOR**

**LIBRARY ASSISTANT-REFERENCE**  
(5+ Hours per week, on call for other times)

**Hourly Pay: \$15.21-\$19.46 per hour and will be determined upon review of qualifications.**  
**The position does not include benefits.**

### **POSITION**

The Library Assistant-Reference performs reference and readers advisory duties at the adult and children's information desks including, but not limited to:

- Assisting patrons to locate library materials and utilize library computers and electronic media and databases.
- Searching the internet and utilizing other library resources to obtain information needed by patrons.
- Special projects as assigned.

### **MINIMUM QUALIFICATIONS**

Graduation from college or experience as a paraprofessional in a library. Knowledge of and ability to use library resources and computer systems and to use the Internet to assist patrons in locating answers. The ability to orally communicate effectively and to establish and maintain effective working relationships with patrons, employees, supervisors, and the general public is necessary.

### **WORK SCHEDULE**

Schedule will be determined after hiring. Must be somewhat flexible to work other times as needed.

### **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 and 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

**Closing Date:** September 20, 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.