



Human Resource Office
Tel: 503.537.1261
Fax: 503.537.5013

P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132 • www.newbergoregon.gov

***NEWBERG PUBLIC LIBRARY ACCEPTING APPLICATIONS FOR
LIBRARY ASSISTANT I – SUBSTITUTE***

Part-time, variety of hours, must be available Saturdays 10 to 5 p.m. and some weeknights, 6 to 8 p.m.

Salary: \$16.49 per hour (117-1). This part-time position does not include benefits.

RECRUITMENT CLOSURES: 4:30 PM, February 19, 2016

THE POSITION:

This position performs a variety of tasks throughout the library with the majority of the time spent in the Circulation division. Checking out and checking in materials, answering telephones, general customer service, and shelving materials are typical of the job. May be trained in patron services at the children's and reference desks depending on skills, background and ability. Frequently required to lift and/or move up to 25 pounds and to push book carts. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear and is required to climb or balance, stoop, kneel, crouch, or crawl. The majority of the work day is spent standing.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from college or equivalent combination of education and library experience.
- Strong customer service skills and the ability to learn tasks quickly will be characteristics of the successful candidates.

WORK SCHEDULE:

The schedule includes Saturdays 10 a.m. to 5 p.m. and may include Tuesday, Wednesday or Thursday evenings.

SELECTION GUIDELINES:

A City of Newberg application must be completed. Applications will be screened through evaluation of education, training, and experience. Selected applicants will be interviewed. A hiring list from this announcement will be maintained to fill future openings.

Online application form is available at: <https://www.newbergoregon.gov/jobs>

The City of Newberg is an Equal Opportunity /Affirmative Action Employer and a Drug & Violence Free Workplace.
Veterans are encouraged to apply. 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,

"Working Together for a Better Community – Serious About Service"

Library Assistant - Substitute - Recruitment Notice February 2016