

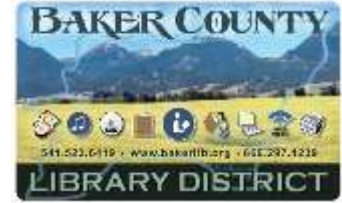
Job Announcement

Public Service Desk Clerk Substitute

Date posted: December 4, 2024

Deadline: December 15, 2024, 11:59 pm

Open until filled



How to apply

Please read the job description carefully and submit the following:

- **Cover letter**
- **A completed Baker County Library District Application for Employment**
- **Current resume**

Job description

Baker County Library District seeks a public service desk clerk with competencies to work at a busy library district. Public service clerks provide services directly to patrons of all ages at the public service desks at designated library locations.

The individuals in this position must enjoy working with people of all ages, have excellent customer service and computer skills, and be committed to supporting the mission of the public library. Fluency in Spanish is highly preferred. The position reports to the Manager of Circulation and Operations.

Shift schedule: This position is on-call; weekly hours will vary depending on staffing needs.

Hours: 3-8 hours per week; available shifts may include Saturdays, Sundays, and early evening hours.

Locations: Baker City and Haines branches

Job duties and responsibilities

- Provides direct service to adults and children at busy public service desks;
- Assists the public in using computers, equipment, and electronic resources;
- Checks in returned library materials;
- Shelves library materials;
- Processes and repairs library materials.

About Baker County Library District

Baker County Library District is dedicated to enriching the quality of life and enhancing opportunities for all residents of Baker County by providing resources to meet their diverse education, information and recreation needs.

The Library District serves approximately 18,000 people in Baker County with six branches locations: Baker City, Haines, Halfway, Huntington, Richland, and Sumpter, as well as a bookmobile. In 2023-24, patrons checked out over 95,000 items.

The physical library buildings provide free Wi-Fi, computer access and use of other electronic devices to patrons and visitors alike. Additionally, the Baker County Library District is a member of the Sage Library System and the Libraries of Eastern Oregon, consortium which provide their patrons access to nearly all materials cataloged within their systems.

2400 Resort St • Baker City, OR 97814 • 541-523-6419 • www.bakerlib.org

Community Libraries: Baker City | Haines | Halfway | Huntington | Richland | Sumpter | Bookmobile

The Baker City branch is located on the west bank of the Powder River adjacent to the Geiser-Pollman City Park. The district has stable funding from a countywide special district, and enjoys the additional support of volunteers and an active Friends of the Library group.

Seated at the heart of Oregon's gold country along the historic Oregon Trail, Baker County provides myriad opportunities for outdoor recreational activities including hiking, cycling, skiing, hunting, whitewater rafting, and more.

For more information

Please visit us online:

- Baker County Library District - <http://bakerlib.org>
- Sage Library System - <http://baker.sage.eou.edu>
- Baker County Chamber of Commerce - <http://visitbaker.com>

Required minimum qualifications

- High school diploma or equivalent.
- One year experience working in customer service.
- Strong Customer Focus, Computer Proficiency, and Professionalism including soft skills such as Approachability, Composure, Critical Thinking Skills, Emotional Intelligence, Impartiality, Interpersonal Savvy, Productive Work Ethic, Teamwork, and Accountability.

Desired minimum qualifications

- Associate's degree from an accredited institution or equivalent.
- Any equivalent combination of education and experience satisfying the above.
- Experience with organizations serving underserved populations.
- Experience working at school or public libraries.

Compensation

- Opening salary ranges from \$14.58 to \$16.88 per hour, depending upon qualifications. This position includes sick leave benefits.

The complete application packet, together with the job description, is available from the following sources:

- Online at <https://www.bakerlib.org/employment>
- Baker County Public Library, 2400 Resort St, Baker City, OR 97814.
- By calling 541-523-6419 or emailing info@bakerlib.org

Documents must be submitted in OpenDocument, PDF, or Microsoft Office format.

Complete application packet and email to jobs@bakerlib.org or return to Baker County Public Library, 2400 Resort St, Baker City, OR 97814.

The Baker County Library District is an Equal Opportunity Employer.

Last revised: December 4, 2024

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