

# BAKER COUNTY LIBRARY DISTRICT

## Job posting

Branch Lead Library Assistant – Halfway Branch (19 hours/week)



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### **Baker County Library District seeks an enthusiastic part-time public service Branch Library Assistant who is excited at the opportunity to work independently at a busy small library branch.**

A Branch Library Assistant is the principal employee at a community library branch, primarily working solo to provide a full range of library services directly to patrons. This staff person maintains compliance with Library District policies and procedures, communicates regularly with the main library and provides activity reports. Additional key duties include enforcement of the Library Rules of Conduct; coordination of substitutes and volunteers; troubleshooting technology; basic custodial tasks; monitoring maintenance needs and security status; responding to patron requests for information or readers' advisory by phone, in person and by e-mail; and provide periodic courier service among branches. Lead Library Assistant may assist in program coordination and may periodically present public programs for patrons such as story time, summer reading events, computer instruction or organized tours.

The Lead Library Assistant must be self-reliant and work well both independently and as part of a team; enjoy working with people of all ages; have excellent customer service, complex procedure and computer skills; and have a strong commitment to supporting the principles of intellectual freedom and library ethics. BCLD will conduct a criminal background and driving record check.

This position is part-time, with an average of 19 hours per week. The schedule consists of four regular afternoons per week including Saturdays. The position reports to the Managing Librarian of Community Services.

#### **Qualifications**

- Minimum of Associate degree or high school diploma/GED
- Two years of experience in library services highly preferred or related field
- Any equivalent combination of education and experience satisfying the above
- Valid Oregon driver license; reliable transportation and documentation of current insurance
- Knowledge of Spanish appreciated

#### **Compensation**

Opening salary \$15.46 - \$17.04 per hour, depending upon qualifications/experience. This position includes sick-leave benefits.

#### **How to apply**

The complete application packet and job description available:

- <http://www.bakerlib.org/about/employment>
- Baker County Public Library, 2400 Resort St, Baker City, OR 97814
- Richland Library and Halfway Library

Please read the job description carefully and submit: electronically:

- Completed Baker County Library District Application for Employment
- Current resume and cover letter (optional but highly preferred)

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Electronic submissions are highly preferred, sent to [jobs@bakerlib.org](mailto:jobs@bakerlib.org) (job title & location in subject line), and must be submitted in OpenDocument, PDF, or Microsoft Office format **by 11:59pm, Friday, May 31, 2024.**

Or, printed applications must be received at Baker County Library District, 2400 Resort Street, Baker City, OR 97814 **by 6 p.m., Friday, May 31, 2024.**

More information is available by calling 541-523-6419 or emailing [info@bakerlib.org](mailto:info@bakerlib.org)

Baker County Library District is an Equal Opportunity Employer.