



Home of the Tualatin River National Wildlife Refuge

JOB ANNOUNCEMENT 2017-019

Technical Services Librarian

Part-Time (32 hours per week) / Non-Exempt / AFSCME Represented

SALARY RANGE: \$23.66 - \$30.28 Hourly

OPENS: **November 15, 2017**

CLOSES: **December 4, 2017 at 5:00pm PST**

APPLY TO: Human Resources – City of Sherwood
22560 SW Pine Street
Sherwood, OR 97140
(503) 625-4201 - Fax (503) 625-4280
humanresources@sherwoodoregon.gov

SUMMARY AND REQUIREMENTS

Do you have a user-driven philosophy about library collections and cataloging? The City of Sherwood is seeking a Technical Services Librarian to perform a range of professional library services in a leadership role for library acquisitions, cataloging, and bibliographic control. Help us launch new collections and leverage our existing collections to best meet the needs of our patrons. Come be a part of what makes Sherwood a great place to live and work.

Essential duties include: Developing goals, implementing projects, and evaluating outcomes and objectives for library technical services, including collection development and management, receiving, cataloging, processing, and distribution of library materials, to align with overall library goals and priorities. Recommend, plan and implement new collections, bibliographic clean-up projects, cataloging projects and collection reorganization for increased patron access. Provide original and copy cataloging for library materials according to current standards. Coordinate physical maintenance of the library collection and stacks, including mending, processing and pre-processing, shelving systems, and storage. Develop and implement training for staff and volunteers. Produce instructions and guidelines in a variety of formats. Participate in recognition and appreciation of staff and volunteers. Research vendors and make recommendations for vendor services. Research library trends and make recommendations to create and implement new library services, technology and programs. Recommend and assist in the development of library policies and procedures, disaster recovery plan, and strategic planning. Communicate library policies and procedures to employees, volunteers, and patrons.

MANDATORY REQUIREMENTS: Broad knowledge of the principles, practices and philosophy of public library operations, current methods and principles governing the reference services, cataloging and collection management. Completion of an ALA accredited Master's of Library Science program, and three years professional Librarian experience in a public library system, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the duties of the position.

DESIRABLE SKILLS/QUALIFICATIONS: Leadership experience. Participation in professional organizations or endeavors. Knowledge of working within a shared catalog such as a library cooperative, consortium or system.

PHYSICAL DEMANDS OF THE POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as magazines, files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

APPLICATION AND SELECTION PROCESSES

To apply, submit a completed City Application and cover letter to the Human Resource Department on or before the closing date. Application materials must be received by the Human Resources Department by 5 pm on the closing date. Electronic and faxed copies are accepted with a signature. Application materials will be used to select the top candidates. Those selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate may be asked to complete a satisfactory pre-employment criminal history background check.

CITY APPLICATION

A City Application can be found online at www.sherwoodoregon.gov/hr under Forms, or may be requested by mail by calling Human Resources at (503) 625-4201.

VETERANS' PREFERENCE

It is the policy of the City of Sherwood to grant hiring and promotion preference to qualified veterans and disabled veterans in accordance with ORS 408.230, at each stage of the application and interview process. To claim veterans' preference in promotion, please complete the Veterans' Preference form provided with the City Application packet, and submit it with the required documentation at the time of application.

NOTIFICATION

Applicants that are not selected will be notified by phone, email, or letter once the position has been filled.

EQUAL OPPORTUNITY EMPLOYER

We are an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Sherwood provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 625-4201.