



City of Umatilla

INTERNAL RECRUITMENT POSTING

The City of Umatilla is recruiting internally for a full time Library Aide. This position requires a high school diploma or GED, one year's experience in public library work, or any equivalent combination of experience and training which demonstrates the knowledge, skills and abilities to perform the essential duties and responsibilities of the position. The position requires a knowledge of computers and common software operation. Customer service and cash handling experience preferred. Must have a valid driver's license or have ability to acquire. Salary \$30,849-\$39,361/yr. DOQ plus excellent benefits. City is asking applicants to turn in a cover letter and resume. Information and job description can be found on City of Umatilla's website www.umatilla-city.org. Complete packets can be mailed to City of Umatilla, PO Box 130, 700 6th St., Umatilla, OR 97882 or turned in directly to the Finance & Administrative Services Director. Closing date: June 21, 2019. EOE/AA.



City of Umatilla

Job Title:	Library Aide	Job Category:	Non-Union; Non-Exempt
Department/ Group:	Finance & Administrative Services	Pay Grade:	A on Resolution No. 47- 2019
Location:	City Hall	Reports to:	Library Director
HR Contact:	Finance & Administrative Services Director	Position Type:	Full Time
Supervision:	Received: Works under the direction of the Library Director. Exercised: Part-time Library Aides		

Minimum Qualifications:

- High School Diploma or GED, one year's experience in public library work, or any equivalent combination of experience and training which demonstrates the knowledge, skills and abilities to perform the duties described below.
- Customer service and cash handling experience preferred.
- Knowledge of computers and common software operation.
- Must pass a background check and be bondable.

Job Description

GENERAL PURPOSE

Under general direction of the Library Director, performs customer service, clerical and other library work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

CUSTOMER SERVICE:

- Assists patrons in applying for library membership. Processes membership applications and issues library cards.
- Performs customer service both in person and via telephone in a friendly and professional manner.
- Assists patrons with read-reference questions and reader advisory, bibliographic instruction and database searching.
- Assists patrons with mechanical operations of library equipment.
- Answers directional questions and refers patrons to appropriate personnel.
- Communicate library policies and procedures effectively.

CLERICAL SUPPORT:

- Performs circulation desk procedures, such as checking in and checking out materials, registering patrons and collecting fines.

- Check in deliveries of interlibrary loan materials.
- Processes, withdraws, repairs, or reconditions library materials.
- Shelves library materials.
- Assists with library programs and displays.
- Assists with the design of promotional materials related to library programming.
- Assists with library staff scheduling.
- Performs other related work as required.

This list is illustrative only and not intended to specify every duty and job responsibility.

PREFERRED SKILLS

ABILITY TO:

- Provide customer service to a wide variety of personality types in a friendly and professional manner.
- Comprehend and follow instructions; verbally and in written form.
- Read; ability to effectively read and understand information contained in memoranda, reports and bulletins, etc.
- Communicate; ability to effectively communicate ideas and information both in written and oral form.
- Operate basic office equipment.

TOOLS AND EQUIPMENT

Use of computer, multi-line phone, fax, copier and other basic office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this position, the employee is frequently required to sit, communicate, reach, kneel, balance, crouch, and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 20 pounds on a regular basis, manual dexterity and coordination are required more than 50% of the work period while operating equipment such as a computer keyboard, a telephone, fax, calculator, and other similar office machines.


WORK ENVIRONMENT

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Usual office working environment. This role routinely uses standard office equipment such as

computers, phones, adding machines, copy machines, filing cabinets and fax machines. The noise level in the work environment is typical of most open office environments. Occasional overtime is required with occasional work on nights and weekends.

Reviewed By:	Melissa Ince, Finance & Administrative Services Director	Date:	May 9, 2019
Approved By:	David Stockdale, City Manager	Date:	June 13, 2019
Last Updated By:	Carrie Shilhanek, Administrative Services Manager	Date/Time:	May 9, 2019

X 

David Stockdale
City Manager