

BILINGUAL OUTREACH PROGRAM ASSISTANT
Official Title: Library Program Assistant
Youth Services Division, Beaverton City Library

SALARY RANGE: \$ 18.82 - \$25.21 per hour (as of July 1, 2016)

CLOSING DATE: July 6, 2016

ABOUT THE JOB

Beaverton City Library Youth Services is proud to provide excellent and innovative services to Beaverton children and teens through outstanding collections, enthusiastic outreach and innovative library programming. We seek a candidate with the vision and skills to increase the library's impact on Beaverton's Spanish-speaking youth and families through community outreach. We seek candidates who demonstrate a passion for library youth services and outreach. The ideal candidate will possess excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds, including youth, families, volunteers, and coworkers in English and Spanish. This position will primarily focus on outreach activities in the community and at schools. Additionally, the position will host a weekly Spanish storytime at the library and other select library events. This position includes evening and weekend hours. **A Spanish written and oral test will be administered for this position. Applicants who are selected for the testing process must pass the test with an 80% to be considered for an interview.**

ESSENTIAL FUNCTIONS OF THE JOB

- Coordinating outreach activities to local elementary schools and with community partners who focus on services to Spanish-speaking children
- Educating Spanish-speaking families in the community about library services
- Preparing presentations and leading program activities, like early literacy parent presentations and Ready Set Kindergarten in both English and Spanish
- Providing bilingual programs at the library for children and parents, including Spanish storytime
- Recommending outreach strategies and opportunities
- Providing quick and accurate answers to patron's reference, reader's advisory and other questions using appropriate reference techniques at the children's and teen reference desks.
- Regular and consistent attendance
- Support and respect diversity in the workplace
- Other duties as assigned

MINIMUM QUALIFICATIONS

- Bachelor's degree
- Two years of experience in a library setting in reference or outreach



- Fluency in the Spanish language, including reading, speaking, listening, and writing as well as a demonstrated competency in cultures that use Spanish
- Valid driver's license and the ability to meet the city's driving standards

COMPENSATION AND BENEFITS

The salary range is \$18.82 - \$25.21 per hour. Starting salary will be determined depending on relevant work experience. Employees who are assigned by the city to use their bilingual skills shall receive a differential of 4% above their base rate. The city pays the full retirement contribution to PERS; provides employees with an opportunity to participate in a deferred compensation retirement plan; and offers excellent health, dental, vision and life insurance coverage.

SUPPLEMENTAL QUESTIONS

- a. Please share your experience providing outreach activities to Spanish-speaking children and families.
- b. How would you get to know the interests and needs of the Beaverton community so you can recommend outreach strategies?

HOW TO APPLY

Applications may be completed on our website at www.BeavertonOregon.gov/jobs or by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, P.O. Box 4755, Beaverton, OR 97076.

VETERANS' PREFERENCE

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veterans Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veterans Affairs, unless the information is included in the DD Form 214 or 215. Veterans' preference documentation must be submitted with your application.