

The City of Beaverton is Hiring:

# LIBRARY ON WHEELS PROGRAM ASSISTANT

**Classification Title: Library Program Assistant**

Youth Services Division, Beaverton City Library

**Application Deadline: August 12, 2016 at 4:30 p.m. PDT**

## THE POSITION

Beaverton City Library Youth Services Division is proud to continually adapt to the needs of our community in order to provide innovative and excellent services to Beaverton children, teens and families. One crucial aspect of this service is our Library on Wheels (LOW) program, which delivers a rotating selection of books to over 65 daycares throughout Beaverton. The LOW Program Assistant also models early literacy practices during book deliveries by hosting a regular storytime at each daycare. This is one of our community's most-loved programs because it brings materials to patrons exactly where they need them. Additionally, the LOW Program Assistant is revered by children throughout Beaverton as the friendly face of the library.

We seek a candidate with exceptional interpersonal and organizational skills to be the new face of LOW, providing book delivery, storytimes, and fostering a love of reading with children in care. The ideal candidate will also possess the ability to communicate effectively and appropriately with people from diverse backgrounds, including youth, daycare staff, and coworkers. **This is a 20 hour a week position.**



## THE IDEAL CANDIDATE

### Minimum Qualifications

- Bachelor's degree
- Two years of experience in a library setting in reference or outreach
- Other combinations of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job may be considered
- Valid driver's license and the ability to meet the city's driving standards
- Ability to pass drug screen, reference, and background check

### Preferred Qualifications

- Ability to read, write, and speak in fluent Spanish

## RESPONSIBILITIES

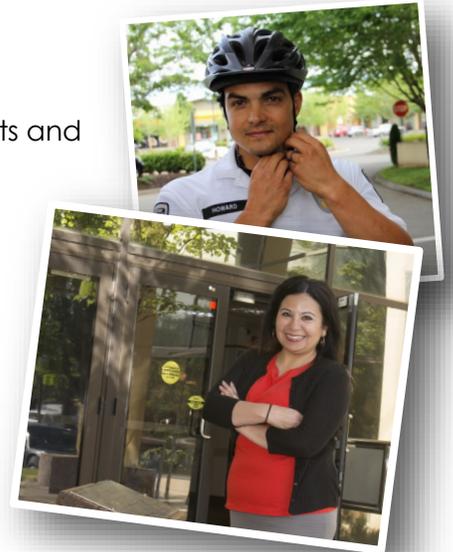
Essential functions of the job include:

- Coordinating the outreach activities of Library on Wheels, including the Library on Wheels storytimes and book delivery schedule
- Educating daycare staff and children in care in the community about library services and early literacy practices
- Preparing presentations and leading program activities, like early literacy presentations for daycare staff
- Recommending outreach strategies and opportunities
- Occasionally 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
- Some driving and delivery for library business
- Support and respect diversity in the workplace
- Other duties as assigned

**Apply at [BeavertonOregon.gov/jobs](http://BeavertonOregon.gov/jobs) or at**  
City of Beaverton Human Resources Department  
12725 SW Millikan Way  
Beaverton, OR 97005

**SUPPLEMENTAL Q'S**

1. Please share your experience providing storytime.
2. Tell us about your experience sharing early literacy tips with parents and caregivers.



**COMPENSATION**

**Salary Range:** \$18.82 - \$25.22 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. This is a regular 0.5 FTE position, as such benefits are prorated.

**ABOUT BEAVERTON**

Beaverton prides itself on being The Best of Oregon. It's a place that's growing and thriving but it still has a small town heart and strong sense of community. Beaverton is the sixth largest city in Oregon and is home to approximately 94,000 people. It is a diverse community where one-in-three people are a person of color and more than 100 languages are spoken in our schools.

The City of Beaverton is known as an organization that values public service. Our nationally recognized community vision is our beacon. Residents continually give the city high marks, with 71 percent saying things are headed in the right direction. Our police and library services receive satisfaction ratings of over 90 percent with public works and community involvement ratings coming in at the upper eighties.

The city's economic base is strong. The city has consistently been ranked as one of the safest in the Pacific Northwest. Beaverton is known for its quality neighborhoods, parks and schools. There are a full range of housing choices, with new exciting urban housing developments underway in our downtown.

*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.*

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