The City of Beaverton is Hiring:

Library Aide II

Circulation Division, Beaverton City Library

Application Deadline: August 17, 2016 at 4:30 p.m. PDT

THE POSITION

A Library Aide II provides efficient, professional, customer-oriented service throughout the library. This position works 20 hours per week at the Circulation Service Desks; requires evening and weekend work. A friendly and welcoming manner, efficient and accurate data handling and the ability to problem solve independently and as part of a team are characteristics of the successful candidate. **This is a 20 hour a week position.**

THE IDEAL CANDIDATE

The ideal candidate will be a collaborative, hard-working, team-oriented, person who likes to work with citizens and work in a fast-paced environment. The most important job requirement is a person who shares our value and commitment for excellent customer service.

Minimum Qualifications

- High school diploma or GED
- Experience working with the public
- Exposure to clerical work including the use of library equipment and software programs
- Other combinations of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job may be considered
- Ability to pass reference and background check

Preferred Qualifications

- Experience working in a public Library

RESPONSIBILITIES

The Library Aide II can expect to be doing the following:

- Perform circulation functions, including checking out library materials, register patrons for library cards and assist patrons with the use of library catalog and self-check out machines
- Collect payment for fines and fees on patron accounts
- Provide general, directional information to patrons
- Perform author/title searches and reserve items for public
- Respond to questions and explain policies and procedures
- Support and respect diversity in the workplace
- Other duties as assigned

www.BeavertonOregon.gov/Jobs | 503-526-2200

Beaverton OREGON

Apply at BeavertonOregon.gov/jobs or at
City of Beaverton Human Resources Department
12725 SW Millikan Way
Beaverton, OR 97005

SUPPLEMENTAL Q'S

1. Define efficient, professional, customer-oriented service and describe how you are able to achieve it with every customer.

2. Describe your most challenging customer service experience. What happened, what did you do, and what do you think you might do differently?

3. Please list your availability for each day of the week.

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Library Hours	1-5pm	10-9pm	10-9pm	10-9pm	10-9pm	10-6pm	10-5pm

COMPENSATION

Salary Range: $16.64-$22.30 per hour

Starting salary will be determined depending on relevant work experience. The city pays the full retirement contribution to PERS; provides employees with an opportunity to participate in a deferred compensation retirement plan; tuition reimbursement program available; public service loan forgiveness program; 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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