

LIBRARY AIDE - BRANCH

Murray Scholls Branch

20 hours per week

SALARY RANGE: \$16.64 – \$22.30 per hour

CLOSING DATE: Friday, July 22, 2016

THE COMMUNITY

Beaverton is located seven miles west of Portland and has a population of approximately 94,215. The city offers a variety of activities and amenities including the state's largest, all-agricultural farmers market; an outstanding city library; and more than 100 parks, bike paths and hiking trails. It has been named one of the best places to raise kids by BusinessWeek magazine, one of the top 25 suburbs for retirement by Forbes.com and one of the 100 best walking cities in America by Prevention magazine. Beaverton is about an hour's drive from the Oregon coast, Mt. Hood and the Columbia River Gorge. The city is also a transportation hub with frequent bus and rail connections to the entire Portland metropolitan area. City Hall is located on the MAX light rail service line at the Beaverton Central Station.

THE POSITION

The Library Aide-Branch position combines some essential functions of the Library Aide 1, Library Aide 2, and Library Reference Assistant classifications to provide efficient, professional, customer-oriented service throughout the library.

ESSENTIAL FUNCTIONS OF THE JOB

- Check library materials in and out of the library, register patrons for library cards, assist patrons with the use of library equipment
- Provide ready-reference assistance to locate materials for the patrons
- Shelf library books and materials in numerical or alphabetical order
- Assist with programs and presentations such as story times and tours
- Handle and process interlibrary loans
- Regular and consistent attendance
- Support and respect diversity in the workplace
- Other duties as assigned

COMPENSATION AND BENEFITS

The salary range is \$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.



www.BeavertonOregon.gov



MINIMUM QUALIFICATIONS

- High school diploma or GED
- Experience working with the public
- Exposure to clerical work
- Ability to pass reference check, background check and physical capacities test

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.