Employment Opportunity

LIBRARY ASSISTANT III

$19.60-25.21/hour DOQ. This is a represented, full time (40 hour/week) position. Excellent benefit package provided.

The City of West Linn is seeking an exceptional Library Assistant III.

Under the general supervision of a Principal Librarian, the Library Assistant III performs a variety of paraprofessional library duties and specialized clerical and related public service work at the library. This position may perform tasks at the circulation desk, youth services desk, and the reference desk. Library Assistant IIIs also work with staff training, catalog collection items, develop and administer a variety of library programs, develop newsletters and brochures. In addition, this position will perform a variety of lead worker tasks including assisting with employee selection, scheduling and the assignment of tasks. May be assigned to administer the library volunteer program. Contacts may be with co-workers, the general public and colleagues in other agencies.

The position requires a minimum of two years of college level general studies, art, literature, journalism, or a related field of study. Additional coursework in library science is highly desirable. Three to five years of library experience required.

Interested and qualified individuals must submit: A completed City of West Linn application, signed Essential Function Form, letter of interest, and resume to the Human Resource Department, West Linn City Hall, 22500 Salamo Road, West Linn, OR 97068, by July 14, 2014. Application packets are available at **http://westlinnoregon.gov**, or by calling (503) 657-0331. EEO.

Veterans Preference: The City of West Linn provides qualifying veterans and disabled veterans with preference in employment in accordance with state law. Any candidate wishing to have their qualifying veteran’s preference applied to the process must submit a qualifying document (DD Form 214 or 215) at the time of application, providing proof of eligibility that includes discharge status. Disabled veterans must also submit a copy of their Veteran’s disability preference letter from the US Department of Veterans Affairs at the time of application, unless the information is included in the DD Form 214 or 215.