Employment Opportunity

Librarian II

This is a represented, full-time position. Excellent benefits package provided.

$23.28 - $30.22 an hour.

The City of West Linn is seeking an energetic Librarian II with a focus on children’s services that is progressive, innovative and has a customer service focus.

The candidate in this position will be responsible for direct public service that builds, fosters and maintains good relations with staff, customers, administration and the community. The Librarian in this position must be able creatively to promote a love of reading through book talks, storytime, displays and other programs. The West Linn Public Library is a destination place for families with young children. The candidate seeking to fill this position should have early literacy skills, the ability to handle a sizable number of young people simultaneously, with skill, and high energy and an enthusiasm for public library services. Additionally, the ideal candidate will provide innovative and creative approaches to goal setting, planning, age-appropriate programming, information services, and provide reader advisory service. The Librarian II in this position is responsible in planning and coordinating the Summer Reading Program for children and their families. The Librarian II will also engage in outreach to schools, daycares, preschools, and other community organizations and agencies that serve children and their caregivers and evaluate and maintain a children’s collection for balance and comprehensiveness.

Minimum qualifications include a Masters in Library Science and two (2) years in library work with exposure to a variety of library functions, extensive customer service experience, early literacy development or an equivalent combination of education and related experience. A good knowledge of children’s books and literature is a must and experience working with children is desired. Must have outstanding public service and communications skills; the ability to demonstrate flexibility, initiative and creativity; ability to handle multiple priorities with accuracy; ability to work well independently and in a team environment; skill in use of electronic resources, tools and programs; and a strong commitment to the mission of the West Linn Public Library.

Interested and qualified individuals must submit: A completed City of West Linn **application**, **letter of** **interest, completed Supplemental Questions and a resume** to the Human Resource Department, West Linn City Hall, 22500 Salamo Road, West Linn, OR 97068, by January 29, 2015. Application packets are available at **http://westlinnoregon.gov**, or by calling (503) 657-0331. EEO

**Supplemental Questions:**

1. **Describe what qualities are essential for a children’s librarian? Why are those qualities important? How do you meet or exceed those qualities?**

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.