



City of Maupin

507 Grant Ave.
PO Box 308
Maupin, Oregon 97037

541-395-2698
cityhall@cityofmaupin.org
cityofmaupin.org

Job Title: Part-Time Library Assistant - Focus on Children and Youth Services

Location: Southern Wasco County Library, Maupin, OR

About Us: The Southern Wasco County Library is a vibrant community hub dedicated to fostering literacy, curiosity, and creativity among all ages. We believe in the power of storytelling, exploration, and lifelong learning. We are committed to providing exceptional service and programming that inspires and empowers our community. The SWC Library is part of the Wasco County Library District with permanent tax-based funding.

Position Overview: We are seeking a passionate and dedicated Part-Time Library Assistant to join our team and support our Children and Youth Services department. The ideal candidate will be enthusiastic about working with children and youth, possess excellent communication skills, and have a strong commitment to fostering a love of reading and learning.

As the steward of our children's department, you'll unleash your innovative spirit, designing and producing exciting programs, from interactive Storytimes to hands-on STEM activities. Throughout the day, you will wear many hats - from selecting and curating youth collections, working closely with staff to presenting programs for all ages and assisting all patrons at the circulation desk.

Essential Functions

- Provide friendly and knowledgeable assistance to patrons, including helping with book selection, research inquiries, and technology assistance.
- Foster a welcoming and inclusive environment for all patrons, ensuring that everyone feels valued and respected.
- Create and present programming for all customer groups as assigned.
- Develop program materials, including reading lists, promotional displays, and presentation materials.
- Assisting patrons in basic library skills including the use of public computers, catalog and reference computers, Internet, and devices. Helping with technical issues and troubleshoot equipment utilized in the library.
- Perform collection maintenance activities using reports and data, Maintain the children's and young adult collections, including shelving materials, conducting inventory, and processing new materials.
- Assist in the development and implementation of engaging and educational programs and activities for children and youth. Collaborate with community partners, conduct outreach to underserved populations, and cultivate lasting partnerships to expand the reach of our library's resources and services.
- Perform other library support services including opening and closing buildings and assisting in maintaining the library in neat, clean, and orderly condition.



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- May be designated in charge of the community library in the absence of other supervisory staff or building manager.
- Record attendance and statistics, prepare correspondence and reports.
- Attend meetings, trainings, and workshops as assigned.
- Assist with special projects as required.
- Participate on committees or teams as assigned.
- Perform other duties as assigned.

Preferred Knowledge, Skills, and Abilities

- Strong customer service skills.
- Strong organization and attention to detail.
- Knowledge of intellectual freedom rights and library responsibilities regarding those rights.
- Knowledge of collection development policies and procedures.
- Knowledge of library resources, programs, and services.
- Knowledge of alpha and numeric systems for arranging library materials as well as automated bibliographic identification at a basic level.
- Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
- Ability to communicate effectively with diverse audiences.
- Ability to handle and resolve disruptive behavior effectively.
- Ability to work independently and to set priorities.
- Ability to work cooperatively and maintain effective interpersonal relationships with the public and co-workers.
- Ability to operate relevant computer systems including hardware and software, such as Microsoft Outlook, Word and Excel, and internet navigation.
- **Physical and Environmental Conditions**
 - May frequently move objects or materials weighing up to 35 pounds.
 - Bending, kneeling, sitting on the floor
 - Safely climb a step ladder or stool to reach the top of the bookshelves at varying heights.



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- Must identify and organize library materials such as books, audiobooks, and DVDs based on small-print numbers and alphabetical characters.
- Must operate computers and may frequently remain stationary at one workstation for extended periods of time.

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Qualifications:

- Knowledge, skills, and abilities for this position can be acquired by a combination of experience and/or education.
- High school diploma or equivalent required; college coursework in library science, education, or a related field preferred.
- Previous experience working with children and youth in a library, educational, or childcare setting strongly preferred.
- Excellent interpersonal and communication skills, with the ability to engage effectively with children, youth, parents, and caregivers.
- Strong organizational skills and attention to detail, with the ability to multitask and prioritize duties effectively.
- Knowledge of children's and young adult literature, educational resources, and emerging trends in library services.
- Proficiency with computer applications and library software systems.

Schedule: This is a part-time position, with approximately 20 hours per week. Flexibility in scheduling is required, as some evening and weekend hours may be necessary to accommodate programming and special events.

To Apply: Please submit a resume and cover letter outlining your qualifications and interest in the position to Southern Wasco County Library, PO Box 328, Maupin, OR 97037

Applications will be accepted until the position is filled. First review of applications will be on June 7th, 2024.

The City of Maupin and the Southern Wasco County Library are equal opportunity employers and are committed to diversity in the workplace. We encourage individuals from all backgrounds to apply.

We Value Lived Experience

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

Benefits

Benefits include prorated sick leave, and 2 paid holidays of your choice.