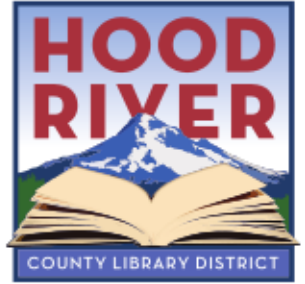


Job Announcement
Children's Services Assistant
Closing Date: Wednesday, September 27, 2017, 5.00p



About Hood River County Library District

In 1908, the women of Hood River came together to build the community a library. The tax-supported library opened in 1912, initially located in a tiny house near downtown Hood River. With much community help and a grant from the Carnegie Foundation, the library moved into the stunning downtown Hood River Library in 1913. The library later added two additional branches in the small communities of Cascade Locks, east of Hood River on the Columbia River, and Parkdale, right at the base of Mount Hood to the south.

For ninety-eight years, the three libraries were operated by Hood River County. Then, in 2010, disaster struck as the County was forced to close the libraries due to rapidly increasing costs and decreasing revenues. Horrified at the idea of a community with no libraries, Hood River County citizens rallied to create the Hood River County Library District (HRCLD) in 2010. Library services resumed in July 2011. The library district has its own independently-elected governing board. It's permanent tax rate of \$0.39 per \$1,000 of assessed property value will bring in about \$830,000 in revenue in 2017-18.

From these humble beginnings and harsh closure, Hood River County's libraries have come a long way. HRCLD is now dedicated to promoting the enjoyment of reading and culture, responding to the community's need for information, and enriching quality of life for its patrons. The library serves approximately 24,000 people in a county that is changing constantly. Library users checked out over 144,000 items in 2015-16. All three libraries are crucial sources of free public Internet access and electronic information, with over 10,000 Internet sessions logged in 2015-16 by residents and visitors alike on the library's computers. The Hood River Library was expanded in 2003 and now boasts nearly 20,000 square feet of space for programs, collections, and public computers, as well as a beautiful set of gardens that are at the center of downtown Hood River. Cascade Locks and Parkdale are located in the busy centers of their communities, housed in the City Hall and Community Center respectively. Between taxes, donations, and other income sources, the district has a budget of \$1.4 million in 2017-18. HRCLD is a member of the Sage Library System, Libraries of Eastern Oregon, and the Metropolitan Interlibrary eXchange (MIX).

In addition to spending a large portion of its budget on collections, HRCLD is dedicated to strong programming. Adults, kids, and teens alike have access to programs ranging from storytimes, concerts, hands-on classes, lectures, an extremely popular community reads program, a busy Summer Reading Program for all ages, and much more. Staff also do extensive outreach within the community and weekly on the radio, especially to the nearly one-third of county residents of Latino or Hispanic heritage, the largest proportion of any county in the state. In 2015-16, nearly 45,000 people will have been touched by a library program. HRCLD is among the busiest libraries of its size in Oregon for program attendance.

502 State Street
Hood River · OR 97031

541 386 2535

www.hoodriverlibrary.org

The district also enjoys very supportive Friends of the Library and Library Foundation groups. The two groups contribute over \$65,000 annually to HRCLD's budget. The Friends of the Library make up the core of the library's volunteers, who gave over 2,000 hours in 2017-18. The Library Foundation is tireless in its fundraising, including by coordinating its annual Feast of Words gala fundraiser that brings in \$25,000-30,000 annually.

Hood River County is in the heart of Columbia River Gorge National Scenic area and includes Mount Hood and its National Forest. The area is world-renowned for its beauty and outdoor recreation. It is among the top-ranked areas in the world for windsurfing, kiteboarding, and sailing. Mount Hood is one of the few mountains in the area to boast skiing and snowboarding opportunities nearly year round. Others come to enjoy the area for its kayaking, cycling, mountain biking, hiking, and much more. Locals and visitors alike frequent the county's great restaurants, breweries, cideries, distilleries, and shops. It is no wonder that Hood River County is often referred to as a playground for both kids and adults.

For more information, please visit us online:

- Hood River County Library District - <http://hoodriverlibrary.org>
- Sage Library System - <http://catalog.sage.eou.edu/>
- Hood River County Chamber of Commerce - <http://hoodriver.org/>

Job description

Hood River County Library District seeks an enthusiastic 30-hour-weekly Children's Services Assistant who is excited at the opportunity to work at a busy library district.

The individual in this position must enjoy working with people of all ages, especially children, have excellent customer service skills, flexibility and thrive in working as part of a team. They must also be enthusiastic about working in a library. Fluency in Spanish is highly preferred. The position reports to the Library Director. Individuals in this position may be asked to work at desks in the evening and weekends at the any of the district's locations.

Job responsibilities include:

- Assists in presenting storytime programs.
- Assists with coordination and presentation of annual Summer Reading Program.
- Gives tours of the library to school classes, including book talks and related activities.
- Networks and works collaboratively with schools, day cares, and other community organizations focusing on youth.
- Visits school classrooms to promote reading through book talks and presentations.
- Assists with offering special programs, both at library branches and outside locations, to classes from day cares, local schools, and other organizations.
- Works at the public service desks, performing circulation and reader's advisory duties as well as answering simple reference questions.
- Answers questions on library organization, policies, and procedures.
- Assists the public in using computers, equipment, the library catalog, and electronic resources.
- Checks in returned library materials and routes items to the proper locations.

This position averages 30 hours per week, including weekend and evening hours.

Qualifications

- Associate's degree from an accredited institution or equivalent.
- One year experience working directly with children, preferably in a public library.
- Two years experience working in customer service, preferably in a library.
- Any equivalent combination of education and experience satisfying the above.

Compensation

- *Opening salary:* \$15.17 to \$15.78 per hour, depending upon qualifications
- *Health benefits:* Medical, prescription, alternative care, vision, and dental insurance. Optional Flexible Spending Accounts for health or dependent care.
- *Retirement:* 403(b) plan contributions of the equivalent of up to 9% of salary, including a 6% contribution by the district and an optional match by the district of up to 3%.
- *Leave:* Vacation leave, sick leave, and eleven paid holidays annually.

How to apply

Please read the job description carefully and submit the following:

- A completed Hood River County Library District Application for Employment;
- Current resume.
- Cover letter.

The complete application packet, together with the job description, is available from the following sources:

- Online at <http://hoodriverlibrary.org/about/employment>.
- Hood River Library, 502 State St, Hood River, OR 97031.
- Cascade Locks Library, 140 SW Wa-Na-Pa, Cascade Locks, OR 97014.
- Parkdale Library, 7300 Clear Creek Rd, OR 97041.
- By calling 541-387-7062 or emailing info@hoodriverlibrary.org.

Documents must be submitted in PDF format. Complete application packets are due by 5.00p on Wednesday, September 27, 2017, to Hood River County Library District, 502 State St, Hood River, OR 97031, info@hoodriverlibrary.org. Electronic submissions are highly preferred.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. Please review the Equal Employment Opportunity statement (<http://1.usa.gov/1TF9Ob5>) and supplement (<http://1.usa.gov/1rWaDWB>). HRCLD also subscribes to the principles of pay transparency (<http://bit.ly/1T8T3uM>).