

Job Announcement
Public Service Clerk
Closing Date: May 3 2018, 5.00p.m.



About Hood River County Library District

Hood River County Library District is 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, who checked out over 135,000 items in 2014-15. It includes three branches: Cascade Locks, Hood River, and Parkdale. All three libraries are crucial sources of free public Internet access and electronic information, with over 10,000 Internet sessions logged in 2014-15 by residents and visitors alike on the library's computers. The Hood River branch is in a stunning Carnegie library that was expanded in 2003. Cascade Locks and Parkdale are located in the busy centers of their communities. The district enjoys a very supportive Friends group, Foundation, and volunteers.

Hood River County Library District is a member of the Sage Library System and the Libraries of Eastern Oregon. Hood River County is in the heart of Columbia Gorge and the Mount Hood recreational area, providing opportunity for many outdoor recreational activities including windsurfing, kiteboarding, hiking, cycling, skiing, and much more. The district has stable funding from a countywide special district.

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

The Hood River County Library District seeks two enthusiastic half-time public service desk clerks and substitute public service clerks who are excited at the opportunity to work at a busy library district. Public service clerks provide services directly to patrons of all ages at the public service desks at all three library branches.

The individuals in this position must enjoy working with people of all ages, have excellent customer service skills, and be enthusiastic about working in a library. Spanish speaking skills are a plus! The position reports to the Assistant Director. Individuals in this position will work at desks in the daytime, evening and Saturdays at the Cascade Locks, Hood River and Parkdale branches. Weekly hours are between 15 and 19.5.

Job responsibilities include:

- Providing direct service to adults and children at busy public service desks;
- Assisting the public in using computers, equipment, and electronic resources;
- Checking in returned library materials;

502 State Street
Hood River · OR 97031

541 386 2535

www.hoodriverlibrary.org

- Shelving library materials;
- Processing library materials.

This position is part-time, up to 19.5 hours per week, including weekend and evening hours.

Qualifications

- High school diploma or equivalent.
- Two years experience working in customer service, preferably in a library.
- Fluency in Spanish highly preferred
- Any equivalent combination of education and experience satisfying the above.

Compensation

Opening salary ranges from \$12.64 to \$13.15 per hour, depending upon qualifications. This position includes sick leave benefits.

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.

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

- Online at <http://hoodriverlibrary.org/about-us/employment.html>.
- 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 541-387-7060 or emailing info@hoodriverlibrary.org.

Documents must be submitted in OpenDocument, PDF, or Microsoft Office format. Complete application packets are due by 5.00p on Thursday, May 3, 2018, to Hood River County Library District, 502 State St, Hood River, OR 97031, info@hoodriverlibrary.org. Electronic submissions are highly preferred.

The Hood River County Library District is an Equal Opportunity Employer.