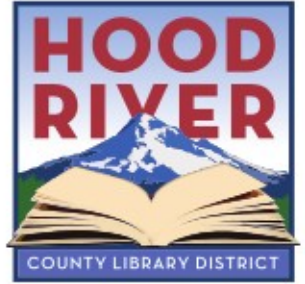


# **Job Announcement Public Service Clerk**



**Open until filled**

## **How to apply**

Please read the job description carefully and submit the following:

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

## **Job description**

Hood River County Library District seeks an enthusiastic public service desk clerk who is 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 locations and the bookmobile.

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. Fluency in Spanish is highly preferred. The position reports to the Assistant Director. This position is part-time, 19.5 hours per week, including Saturdays and evening hours.

## **Job duties and responsibilities**

- Provides direct service to adults and children at busy public service desks;
- Assists the public in using computers, equipment, and electronic resources;
- Checks in returned library materials;
- Shelves library materials;
- Processes library materials.

## **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.

502 State Street  
Hood River - OR 97031

**541 386 2535**

[www.hoodriverlibrary.org](http://www.hoodriverlibrary.org)

The Library District serves approximately 24,000 people with good circulation rates and robust participation in events. In 2022-23, patrons checked out over 176,705 items.

The District includes three branches: Cascade Locks, Hood River, and Parkdale as well as a bookmobile.

The physical library buildings provide free wi-fi, computer access and use of other electronic devices to patrons and visitors alike. Additionally, the Hood River County Library District is a member of the Sage Library System and the Libraries of Eastern Oregon, consortium which provide their patrons access to nearly all materials cataloged within their systems.

The Hood River branch is in a stunning, historic Carnegie building (constructed in 1913 and expanded in 2003), and the Cascade Locks and Parkdale branches are located in the center of their respective communities. The district has stable funding from a countywide special district, and enjoys the additional financial support of a very active Friends of the Library group and Library Foundation, as well as many hours of support from a bevy of loyal volunteers.

Seated at the heart of the Columbia River Gorge, Hood River County provides myriad opportunities for outdoor recreational activities including windsurfing, kiteboarding, hiking, cycling, skiing, and more.

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/>

### **Required minimum qualifications**

- High school diploma or equivalent.
- Two years experience working in customer service.

### **Desired minimum qualifications**

- Associate's degree from an accredited institution or equivalent.
- Any equivalent combination of education and experience satisfying the above.
- Experience with organizations serving underserved populations.
- Experience working at school or public libraries.

## **Compensation**

- Opening salary ranges from \$16.03 to \$18.05 per hour, depending upon qualifications. This position includes holiday and sick leave benefits.

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](mailto:info@hoodriverlibrary.org).

Documents must be submitted in OpenDocument, PDF, or Microsoft Office format. Complete application packet and email to [rachael@hoodriverlibrary.org](mailto:rachael@hoodriverlibrary.org) or return to Hood River County Library District, 502 State St, Hood River, OR 97031

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

Last revised: December 29, 2023