



## EMPLOYMENT OPPORTUNITY

City of Roseburg, Oregon

Library Aide

\$13.13/hour

Part-time: Approximately 10 hours/week

**Applications Close – 5:00 p.m., Friday January 14, 2022**



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### DEFINITION

Under the direct supervision of the Library Director, the Library Aide performs support work serving library patrons directly or indirectly.

### SUPERVISION RECEIVED

Works under the direction of the Library Director, who outlines objectives and work activities and reviews work for effectiveness and results obtained.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Any single position in this class will not usually perform all the duties listed and some positions may involve duties which are not listed.

- Registers new borrowers, issues borrower cards, and renews library cards.
- Checks in and out books and other library materials.
- Assists patrons with technology needs, including, but not limited to, logging into library accounts, accessing the Internet, and printing.
- Assists patrons with locating library materials.
- Handles patron questions and concerns.
- Computes and collects library fees.
- Sets up and reconciles daily cash drawer.
- Answers incoming phone calls and routes callers to appropriate staff.
- Receives and routes incoming mail.
- Processes donated materials.
- Assists with programs, including youth programs.
- Staffs Patron & Information Services desk and Children's Room.
- Opens and closes library.
- Performs other duties as assigned.

### DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

#### KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of and ability to use the Internet and associated services.
- Ability to work with people of all ages and backgrounds.
- Ability to effectively communicate orally and in written form.
- Ability to read and comprehend effectively.
- Ability to use computerized library catalogs and standard computer applications

## WORK STANDARDS

- Regular attendance and punctuality.
- Speak and act truthfully.
- Conduct oneself with integrity, morality, character, and trustworthiness.
- Exhibit self-control.
- Detail-oriented.
- Accept supervision and constructive criticism.
- Thorough when completing work tasks.
- Reliable, responsible, and dependable.

## MINIMUM QUALIFICATIONS

High school diploma or GED equivalent.

## SPECIAL REQUIREMENTS AND CERTIFICATIONS:

Bilingual preferred.

## WORKING CONDITIONS

*The City of Roseburg is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The City of Roseburg will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the City of Roseburg's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact John VanWinkle, Human Resource Director.*

While performing the duties of this job; work is performed indoors in an office/library environment, with a noise level that is usually quiet. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 20 pounds. May require hearing voice conversation, keyboarding, bending, kneeling, pushing, reaching, standing and walking.

*The factors described herein, are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as a Library Aide.*

## VETERAN'S PREFERENCE

The City of Roseburg follows Oregon law regarding Veterans' Preference, you must complete the Veteran's Preference Form and attach a copy of your DD214 / DD215. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter with your application.

## WORK SCHEDULE

This position will work 10 hours each week in two five-hour shifts, including every other Saturday.

**How to Apply:** Complete an application form available via one of the following methods.

**In-Person:** City of Roseburg – Third Floor  
Administration/Human Resources Office  
900 SE Douglas Avenue, Roseburg, OR 97470

Electronically at: <https://www.cityofroseburg.org/departments/human-resources/employment>  
Email to: [jobs@cityofroseburg.org](mailto:jobs@cityofroseburg.org)

**Telephone Job Line:** (541) 492-7010 (voice message listing openings)  
Administration/HR Office (541) 492-6866

Submit completed application to Human Resources by the closing date listed in the job announcement. Applications must be received or postmarked no later than 5:00 p.m. on the closing date. All required documents should be presented with the application. Resumes are accepted in addition to, not in lieu of, the City of Roseburg application form. Faxed applications are not acceptable.

**Selection Process:** Applications are thoroughly reviewed and screened by the Human Resources Office. Since these are competitive selection processes, applicants whose backgrounds appear to most closely match the needs of the particular vacancy will be considered. Once the screening is complete, Human Resources notifies all candidates of their status. This process can take from one to four weeks after the closing date. Due to the number of applicants and the limited number of job opportunities, not all applicants proceed in the recruitment process.

The City of Roseburg does not discriminate on the basis of disability in the admission to, access to, or operations of its programs, services or activities. The City of Roseburg does not discriminate on the basis of disability in its hiring or employment practices.

### *Equal Opportunity Employer*

## **Roseburg – The Hub of Southern Oregon**

Roseburg is situated at the heart of the Hundred Valleys of the Umpqua in scenic, Southwestern Oregon. It is easily accessible from Interstate 5, 67 miles south of Eugene, 97 miles north of Medford, 80 miles east of Reedsport and 80 miles west of Diamond Lake at the summit of the Oregon Cascades. The elevation is 465 feet, and features a mild, fair seasonal climate. Winters are cool without much freezing and provide most of the rainfall that brings blossom-filled springs. A warming trend begins in April and May, continuing into the summery days of July and August. Fall weather is pleasant and crisp, producing brilliant leaf colors in late October. Extremes of heat and cold are rare. The summer humidity is low and snowfall is rare on the valley floor. The normal growing season is 217 days. Roseburg is the county seat and largest city in Douglas County. The population is 23,701 with an urban daytime population of approximately 60,000. The City is served by Roseburg School District #4, which has an excellent reputation and community support. Umpqua Community College is 5 miles north of the City and offers a varied curriculum with extensive adult education and community oriented classes. Multiple locations at the college are available for cultural activities, and there is a thriving community theater group with its own venue in a city park. The city boasts numerous park areas, including tennis courts, soccer and ball fields, a 9-hole golf course, skate park, disc golf course, dog park and walking trails. Roseburg is the location of choice for many who seek a high quality living environment at a reasonable price. Various community events, including Graffiti Week, Art and Wine Festivals and Music on the Half Shell, among others, are held throughout the year for local residents and tourists. There are numerous shopping opportunities from specialty shops in historic downtown to nationwide chain stores. Efforts to bring clean industries and new jobs to the area have been fruitful and are continuing through support by a coalition of government agencies and funding.

