

POSITION SUMMARY:

This is a part time/ fill in position.

This is highly responsible administrative work involving the direction of a broad range of public library functions.

Work involves responsibility for the management of a public library collection and for the provision of library services to patrons and community organizations.

Duties include administration of library activities, and policy recommendation.

The work requires that the employee have thorough knowledge, skill, and ability in every phase of the public library field.

This position requires knowledge of the Umatilla County Special Library District and knowledge/operational ability of the SAGE Inter-Library Loan System.

SUPERVISION RECEIVED:

Works under the administrative direction of the Adams City Council, Library Director, and employee supervisor with advisory assistance from the Adams Library Board.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Provide direct patron assistance to persons seeking information or making use of library facilities.
- Utilize the Sage System to:
 - Check library materials either in or out
 - Check availability of district-wide holdings using computerized data base
 - Issue renewals,
 - Monitor inter-library loan materials, hold materials on request, and fill interlibrary loan requests from other library consortium members
 - Register new patrons
- Provide reference and reader's advisory, monitors interest of existing patrons
- Run scheduled programs/events
- Track patron attendance, computer use, and program/event attendance, and keeps required and appropriate records for all the above.
- Recommend needed changes to existing policies.
- Maintain a clean and welcoming environment and clean/decorate as needed.

Applications are available at the Library and the City Hall. Recruitment will close on January 10, 2025.