Date: 7/9/2015

To: Library Assistant II Applicants

From: Courtney Judah, Human Resources Administrative Assistant

Subject: Application Materials

Thank you for your interest in the Library Assistant II position at Columbia Gorge Community College.

Enclosed you will find a copy of the Position Announcement, Job Description and an Application Form.

To be considered for this position, please submit the following materials to the Human Resources Department. **This position closes July 24, 2015 at 5 pm.**

- [ ] Cover letter outlining how you meet the qualifications
- [ ] Current résumé
- [ ] A signed and dated CGCC Application for Employment (attached or follow link if online)

*All of the above items must be received. Incomplete application packets will not be considered for screening.*

If you have any questions, please contact me at 541-506-6151.

Thank you.
**POSITION ANNOUNCEMENT**

Library Assistant II

<table>
<thead>
<tr>
<th>Requirements, Preferred Qualifications:</th>
<th>EXPERIENCE</th>
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<tr>
<td>Library Assistant II’s provide core services to support patrons’ use of Library resources and services. Senior Library Assistants are responsible for specialized areas of library operations and provide support to the Director of Library Services. In addition, as ours is a small academic library, all library staff are expected to participate in most aspects of library operations.</td>
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<tr>
<th>EDUCATIONAL BACKGROUND</th>
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<tr>
<td>Associate Degree required. Minimum of two years’ experience working as a library assistant or as an assistant in a busy, complex, office environment requiring multi-tasking, customer service, and ability to work independently. Minimum of two years’ experience working with word processing and spreadsheet computer applications, such Microsoft Word and Excel.</td>
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<th>Responsibilities and Duties:</th>
<th>See attached job description for more detail.</th>
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<td>Position Status:</td>
<td>Full-time, Classified, non-exempt position.</td>
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<td>Salary:</td>
<td>Starting wage is $13.97 an hour, plus benefits.</td>
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<td>Application:</td>
<td>Application can be found online or by contacting: Courtney Judah Human Resources Department 400 E. Scenic Drive The Dalles, OR 97058 (541) 506-6151</td>
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<tr>
<td>Closing Date:</td>
<td>Monday, July 24, 2015</td>
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<tr>
<td>Posting Date:</td>
<td>July 9, 2015</td>
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JOB DESCRIPTION

POSITION IDENTIFICATION

Position Title: Library Assistant II
Department: Instructional
Employee Classification: Classified staff
Status: Full Time
Reports To: Director of Library Services
Date Written: November 28, 2011
Revision Date(s): NA

GENERAL NARRATIVE DESCRIPTION OF POSITION

Library Assistant IIs provide core services to support patrons’ use of Library resources and services. Senior Library Assistants are responsible for specialized areas of library operations and provide support to the Director of Library Services. In addition, as ours is a small academic library, all library staff are expected to participate in most aspects of library operations.

ESSENTIAL JOB FUNCTIONS

1. Assists library patrons with advanced information questions, circulation, interlibrary loan and other information needs.
2. Operates and instructs others in the use of the library’s online catalog, electronic databases, audiovisual equipment, student computers, and associated software programs. Works with other library staff and IT department to troubleshoot problems and identify long term solutions.
3. Handles intricate details of Interlibrary Loan (ILL) borrowing and lending processes including processing requests into or out of international databases daily. Communicates with other libraries to strengthen reciprocating agreements and resolve issues.
4. Verifies, reconciles, and maintains an accurate accounting of monies received by the library for fines and lost materials. Updates the appropriate computer systems, i.e. RogueNet (the college management information system) and the integrated library system (ILS)
5. Prepares statistical reports and/or narrative summaries for the library director; creates reports using the ILS to ensure accuracy of the library catalog and assist collection development.
7. Trains and directs the work of student workers.
8. Produces written materials such as campus newsletter, brochures, and instructions for library staff and student workers.
10. Conducts inventories of collections, materials, supplies, and equipment.
11. Coordinates all aspects of the reserve collection process. Communicates with faculty to ensure shelves are kept accurate and current. Trains staff in policies and procedures.

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12. Actively participates in team meetings and activities to support the library's vision, mission, goals and objectives.
13. Participates in college committees and events, including the accreditation process.
14. Other duties as assigned.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

SUPERVISES THE FOLLOWING STAFF

Student Workers

EXPERIENCE

Minimum of two years’ experience working as a library assistant or as an assistant in a busy, complex, office environment requiring multi-tasking, customer service, and ability to work independently. Minimum of two years’ experience working with word processing and spreadsheet computer applications, such Microsoft Word and Excel.

EDUCATIONAL BACKGROUND

Associate Degree or equivalent relevant work experience and/or education required. Bachelor’s Degree preferred.

REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS

- Demonstrated willingness and ability to learn new technical skills, changing library technology and library resources
- Ability to take lead responsibility for areas of specialization
- Ability for high degree of accuracy working with detailed data in print, non-print and digital data
- Demonstrated good communication skills (verbal, writing, spelling).
- Ability to work as an effective member of a team
- Ability to prioritize, handle multiple tasks and perform tasks with minimum of supervision
- Ability to serve and communicate effectively verbally with a variety of library patrons and assist them to use library, electronic and other resources
- Ability to search Internet and online databases
- Experience using an integrated library system

PREFERRED KNOWLEDGE AND SKILLS

- Bilingual ability (English/Spanish) desired.

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WORKING CONDITIONS

Work is performed primarily in the library. Interruptions are expected and occur frequently.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical Demands

While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is required to walk, stand, reach and bend; use hands to finger, handle, or operate computers, objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is also occasionally required to lift and carry materials up to 30 pounds of weight.

Schedule:

Be able to work flexible schedule including evenings and some Saturdays.

Travel:

May need to travel between The Dalles and Hood River-Indian Creek campuses.

WORKING CONDITIONS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PRESENTED BY:

__________________________________________

John Schoppert, Director of Library Services

DATE

REVIEWED BY:

__________________________________________

Robb Van Cleave, Chief Operating Officer

DATE

APPROVED BY:

__________________________________________

Dr. Frank Toda, President

DATE
It is the policy of Columbia Gorge Community College and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation, and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment.

Persons having questions about equal opportunity and nondiscrimination should contact the following persons:

For Employment  
Robb Van Cleave, Chief Operating Officer  
Office: Rm. 2.422  
Phone: 541-506-6151

For Educational Programs  
Lori Ufford, Chief Academic & Student Affairs Officer  
Office: Rm. 2.103  
Phone: 541-506-6031

For Student Programs, Activities, and Services  
Mike Taphouse, Director of Advising and Career Services  
Office: Rm. 3.224  
Phone: 541-506-6026

To Request Accommodations and Contact for Special Needs

Reasonable accommodations and auxiliary aides and services are available upon request to otherwise qualified individuals with disabilities. Please contact CGCC’s Students with Disabilities Advisor Shayna Dahl at (541)506-6046 or the Event Coordinator in a timely manner. Relay 711.