



JOB ANNOUNCEMENT:
Library Assistant: Florence
30-hour per week, part-time position; \$20.00 to \$21.23 per hour
Closes Sunday, October 19, 2025 at 5 p.m. PDT



ABOUT THE SIUSLAW PUBLIC LIBRARY DISTRICT

Bounded by the Pacific Ocean on the west and the Coastal Range of mountains on the east the Siuslaw region features a rural landscape with beaches, lakes, forest, and rivers. With locations in both the coastal town of Florence and the inland river community of Mapleton, the library district welcomes 200+ visitors and residents each day.

The Position: The Siuslaw Public Library has an opening for a Library Assistant to provide hourly staffing of the library's circulation desk. The Library Assistant is a public-facing, fast-paced position that provides in-person and phone customer service at the library's circulation desk. Library Assistants perform a variety of routine clerical and customer service functions for the library's circulation department that include checking library materials in and out and updating records in an electronic database. The Library Assistant will be assigned responsibility for one or more ongoing, complex projects for the circulation department. The successful candidate will have two years of directly relevant education or experience, excellent customer service skills, knowledge of word processing and the internet, and an understanding of library organization.

This is a regular, non-exempt position that will have an initial schedule of 30 hours per week, including an 8-hour shift every Saturday. The successful candidate will be eligible to purchase individual health and allied insurance at a pro-rated monthly premium, along with additional benefits outlined in the Siuslaw Public Library District Employee Handbook. The beginning pay scale for this position is \$20 to \$21.23/hour, and the full scale continues up to \$30.80/hour. Placement on the scale is dependent on education and experience.

To apply:

1. Complete and submit the Siuslaw Public Library District job application, which will be used to screen for minimum qualifications. Your application must be submitted via email to jobs@siuslawlibrary.org or delivered in person or via mail to the Siuslaw Public Library District prior to the application deadline. Please note that no supplementary material (e.g. cover letters or a résumé) will be considered unless requested.
2. Minimum Qualifications Review: Applications will be screened for minimum qualifications after the posting closes on October 19, 2025. Use the job description to determine if you meet minimum qualifications for a position, and make sure to reflect those qualifications on your completed application.
3. Subject Matter Expert Review: Depending on the number of applicants that meet minimum qualifications, a subject matter expert panel may perform an in-depth evaluation of your application. Additional material such as transcripts, responses to essay questions, or work samples may be requested if you advance in the selection process.
4. Panel Interview(s): Panel interviews will be scheduled with candidates who successfully pass the application screening and, if applicable, subject matter expert review.
5. Additional materials may be requested of the top candidates, as ranked by the interview panel.
6. Conditional Offer of Employment: A conditional offer of employment, contingent upon the successful completion of a reference check and background check and verification of the applicant's legal right to work in the U.S., will be extended to the successful candidate.
7. Start Date: A start date will be determined after all conditions of employment have been met.
8. Please note that Veterans' Preference will be applied throughout the hiring process as outlined in Oregon Revised Statutes. Qualified applicants must complete the Veterans' Preference portion of the Siuslaw Public Library District job application and provide required documentation with their completed application.

Accommodations: Applicants requiring reasonable accommodations in completing the application or the interview process should notify Library Director Meg Spencer at meg@siuslawlibrary.org or 541-997-3132.

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Job Title: Library Assistant

Job Type: Regular full-time or part-time

I. Essential Functions

Under the direction of the Circulation Supervisor:

- Staff library circulation desk.
- Greet library patrons.
- Assist patrons with routine questions about locating or requesting library materials; and basic directional, informational, facility, and computer or internet questions.
- Answer questions about and maintain patron accounts.
- Answer phone and assist callers or route calls to appropriate staff.
- Check materials in and out, and renew items.
- Operate and troubleshoot standard office and library machines.
- Manage basic cash register operations.
- Open and close library facility.
- Other duties as assigned.

II. Other Responsibilities

- Manage constant public interactions, including answering and routing incoming phone calls.
- Check materials in and out using an automated circulation system. Inspect returned materials for damage.
- Assist patrons with directional, informational, and facility questions. Direct complex questions to appropriate staff for further assistance.
- Assist patrons with basic word processing and internet questions.
- Assist in making patron service and information needs decisions.
- Authorize exceptions to library procedures within library policy to satisfy patron needs.
- Receive payments, make change, and complete basic reconciliation of a cash register.
- Process new periodicals to add to collection.
- Make minor repairs to library materials.
- Add new patrons to the automated library system, and update and maintain patron records.
- Sort, shelf, and locate books, media, and other library materials according to alphabetical and numbering sequences.
- Assist with the training of substitute and regular staff in the circulation area as directed by the Circulation Supervisor.
- Perform minor janitorial functions.

III. Specializations

The Library Assistant will be responsible for at least one of these ongoing activities:

- Staff the one-employee library branch in Mapleton under the supervision of the Mapleton Supervisor.
- Copy-catalog and/or process materials being added to the collection.

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- Process patron holds and/or requests.
- Oversee missing parts process, including contacting patrons and reordering items as needed.
- Process consortium holds and returns.
- Notify patrons of long overdue or damaged items.
- Other specializations may be developed as needed.

IV. Abilities, Skills, and Knowledge

Required

- Strong knowledge of clerical practices and office technology.
- Ability to learn library-specific clerical and automated practices.
- Ability to accurately use word processing and spreadsheet software.
- Ability to accurately type and perform basic mathematical computations.
- Ability to complete basic payment handling and cash register functions.
- Excellent written and spoken communication skills, including the ability to convey instructions or directions, share information, and maintain relationships.
- Excellent customer service skills.
- Ability to work independently and to take initiative to successfully complete job duties.
- Ability to work successfully in a team.
- Ability to follow written and spoken instructions.
- Ability to read for comprehension and direction, including policies and procedures.
- Ability to prioritize tasks and handle more than one task simultaneously.
- Knowledge of office procedures, software, and equipment.
- Knowledge of the organization of libraries.
- Punctuality and flexibility of schedule.
- Ability to work evening or weekend hours as assigned.
- Familiarity with and ability to follow all policies and procedures of the library, as defined by the Siuslaw Public Library Board.

Preferred

- Knowledge of websites and social media.
- Proficiency in written and spoken Spanish.

V. Education and Experience

- This is a regular clerical position.
- Minimum education requirement: high school diploma or equivalent, plus at least two years of some combination of education and experience directly relevant to the position.
- Some college coursework preferred, with an emphasis on library science, literacy, education, or a related field.
- At least one year of experience working with the public is required, with library, bookstore, educational setting, or other related field strongly preferred.

VI. Physical Requirements

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- Regularly communicate by talking and listening in a positive and productive manner.
- Regularly use hands and fingers to perform tasks.
- Regularly move materials weighing up to 20-30 pounds, such as files, books, office equipment, etc.
- Occasionally move materials up to 40-50 pounds.
- Regularly push or pull carts with up to 80-100 pounds of materials.
- Regular repetitive motion, including repetitive tasks.
- Regular periods of stationary standing.
- Regular periods of sitting.
- Frequent walking, reaching, and feeling.
- Occasional bending, stooping, or grasping.
- Rare kneeling or crawling.
- Frequent dexterity, coordination, and high accuracy while operating office equipment.
- Accurate close and distant vision with ability to focus for accurate reading, including shelves at various heights.

VII. Working Conditions

This position occurs in a variety of office and/or library work space settings. It usually has stable, well-managed, and comfortable job conditions. There is a potential for occasional hazards or obstacles, and a low level of personal risk stemming from environmental conditions and/or human-driven possible hazards. Conditions include:

- Regular interactions in person and by phone or email with library patrons, visitors, colleagues, and volunteers.
- Frequent use of office equipment, including computers with keyboard and mouse, telephone, and other electronic devices.
- Occasional required travel, including to other library locations, or to workshops, professional meetings, or conferences.

VIII. Statement

This position must have the ability to perform the essential functions and physical requirements of the position, with or without reasonable accommodation as defined by the Americans with Disabilities Act.

This position description covers the most significant essential and auxiliary duties performed by the position, but does not include other occasional work, which may be similar, related by, or a logical assignment for the position. This description does not constitute an employment agreement between the employer and employee or candidate, and is subject to change by the employer as the organizational needs and requirements of the job change.