
JOB ANNOUNCEMENT:
Associate Librarian: Florence
On-Call; \$22.93 to \$24.34 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 District is hiring Associate Librarians to provide on-call coverage at the reference desk. The successful applicant will provide in-person and telephone reference and reader's advisory service to patrons of all ages using both print and online tools, and will be able to assist with routine computer troubleshooting. This position requires a bachelor's degree and two years of relevant experience. There will not be a regular schedule of hours, but selected applicant(s) will have the potential for irregular and occasional substitute hours, including weekend and evening hours, at the Florence location. The beginning pay scale for this position is \$22.93 to \$24.34/hour, and the full scale continues up to \$35.31/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: Associate Librarian

Job Type: On-call

I. Essential Functions

Under the supervision of the Adult Services Librarian:

- Staff library reference desk.
- Provide prompt and accurate information and services to patrons in person and by phone.
- Assist patrons with readers' advisory and finding library materials.
- Address basic and complex patron reference questions.
- Assist patrons with public computers and offer basic instruction.
- Perform a variety of clerical and administrative tasks.

Or, under the supervision of the Youth Services or Adult Services Librarian:

- Plan and execute library storytimes or other regularly scheduled youth or adult programs.
- Substitute at storytimes or other children's or teen activities, or provide additional storytimes under the guidance of the Youth Services Librarian.
- Programs may take place in Florence or Mapleton.

II. Other Responsibilities

- Answer computer, software, and internet questions; troubleshoot computer issues.
- Keep current on library trends and developments affecting collection development, reference, and library services.
- Make patron service and information needs decisions.
- Authorize exceptions to library procedures within library policy to satisfy patron needs.
- Serve as person in charge as needed.
- Monitor and respond to patron concerns and difficulties.
- Assist other staff as needed, including basic circulation functions.
- Train regular and substitute staff as needed.
- Perform minor janitorial functions.

III. Specializations

(not applicable)

IV. Abilities, Skills, and Knowledge

Required

- Excellent written and spoken communication skills.
- Excellent customer service skills.
- Ability to work independently and take initiative to successfully complete job duties.
- Ability to work successfully in a team.
- Ability to follow written and spoken instructions.
- Ability to prioritize tasks and handle more than one task simultaneously.
- Demonstrated flexibility, creativity, and positive attitude.

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- Knowledge of basic 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.

V. Education, Experience, and Certifications

- This is an entry level, professional librarian position.
- Minimum requirement: bachelor's degree and two years of relevant experience. Any satisfactory combination of experience, education, and training which demonstrates the knowledge, skills, and abilities to perform the essential functions of this job may be substituted.
- 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

- 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.
- Occasional 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.

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- 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.