



## Community Services Specialist

Jefferson County Library District • Madras, OR

The Community Services Specialist supports the planning, implementation of library programming in assigned areas. S/he provides comprehensive library and circulation services to library patrons and supports bibliographic instruction.

### Essential Responsibilities

- Develop, coordinate, market and execute regular programming in the library for adults within the community, including an Adult Summer Reading Program.
- Assist in the development, coordination, marketing, and execution of regular Youth Services programming, including occasionally substituting for story-time.
- Market programs and events by creating flyers, using Facebook, and any other local resources available.
- Assist Adult Services in weeding, shifting, processing materials, and other projects as assigned.
- Possess working knowledge and skills of all functions of a Library Clerk of the Jefferson County Library District and help to other library areas as workload and staffing allows.
- Stay current on all staff, facility, and board issues.
- Adhere to safety rules and procedures.

### Required

Bachelor's degree or the equivalent of education and experience including: broad knowledge of the principles, practices and philosophy of public library operations, current methods and principles governing services within assigned areas and collection development and management, and program planning principles and techniques. Confident using MS Office.

A satisfactory combination of experience, education, and training which demonstrates the knowledge, skills and abilities to perform the above duties on par with education acquired from a Masters of Library Science from an ALA accredited university.

### Preferred

Master's in Information and Library Studies from an ALA accredited university.

### Physical Demands of Position

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. This person may be required to lift materials up to 30#.

**Supervised by:** Adult Services Specialist

**Hours:** Part-time up to 20 hours/week

**Salary Range:** \$12.00 TO \$17.00/hour

**To apply,** submit a cover letter and resume via email at [library@jclld.org](mailto:library@jclld.org), or mail/drop off at the library, 241 SE 7<sup>th</sup> Street, Madras, OR 97741 before 7:00 pm on Tuesday, September 3, 2019.