



EMPLOYMENT OPPORTUNITY

POSITION: Part – Time Senior Library Associate – Spanish Outreach
DEPARTMENT: Library
WAGE: \$17.89 - \$20.13 per hour
HOURS PER WEEK: 20 hours/week
POSTING DATES: June 18 – July 1, 2015

SUMMARY:

Under direct supervision of the Library Director this position performs skilled para-professional library support services, provides reference and reader's advisory services; primary contact for the Spanish language collection and services. This position includes days, evenings, and weekend hours.

ESSENTIAL FUNCTIONS:

Provides direct customer service to the library patrons: welcomes and registers patrons and manages patron accounts. Assists library users in locating general and reference resources, provides instruction and reader's advisory services.

Provides individual assistance and instruction in the use of public computers, the internet, and other technologies.

Spanish Outreach: Primary contact with Spanish speaking patrons. Selects materials for the adult Spanish language collection. Coordinates library programs for the Spanish speaking community by scheduling performances and developing promotional materials, conducting tours of library and will visit community agencies, organizations, groups or schools to encourage community use of the library.

Assists with basic library operations, opens and closes the library, creates and displays bulletin boards, maintains statistics, prepares correspondence and reports, and attends meeting and trainings.

ADDITIONAL WORK PERFORMED:

- Responsible for collection development adult Spanish language collection, including selection and weeding of materials, and maintaining records in the automated acquisition system. Utilizes online vendor selection and ordering tools, print review and other media sources to make purchase decisions.
- Oversees the library volunteer program, recruiting and training volunteers, tracking and reporting volunteer hours, and providing recognition of acknowledgement and programs.
- May write articles, reviews, and other written pieces as assigned.
- Performs additional duties as requested by Director.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic principles, practices and procedures of public library service.
Knowledge of automated library systems and equipment.
- Skill in the use of technology, from personal computers to e – readers and other devices.
- Skill in searching library databases, cataloging utilities and the internet.
- Ability to assist patrons in locating information and materials.
- Ability to plan and conduct library programs for all ages.
- Ability to work independently and to set priorities within established guidelines.
- Ability to work cooperatively and maintain effective interpersonal skills.
- Ability to develop effective community relations with local civic groups and other community groups to leverage services to meet library goals.
- Ability to maintain confidentiality and respect the privacy of individual users.
- Ability to work a flexible schedule including evening and weekend hours.
- Ability to give and follow written and oral instructions to communicate effectively in English and Spanish.

EDUCATION AND EXPERIENCE:

Required: High School Diploma

Required: Spanish language skills, customer service experience and experience providing programs and presentations to the public.

Preferred: Minimum of two years college and experience in public library.

PHYSICAL RESPONSIBILITIES:

Physical requirements include the ability to regularly read fine print and communicate and listen carefully to customers. The ability to walk, stand, sit, bend, stoop, kneel, crouch, or crawl and occasionally lift and/or move items up to 40 pounds.

WORKING CONDITIONS:

Work will be performed primarily within the library with occasional presentations to schools, community groups, and attendance at meetings, workshops, conferences and other assignments as needed.

APPLICATION PROCESS:

All applicants must submit a completed City of Burlington application form, cover letter, and resume. Applications must be submitted to the Human Resources Department at Burlington City Hall, 833 S Spruce St, Burlington, WA 98233 by 5:00 PM Wednesday, July 1, 2015. Application forms and job announcement are available at www.burlingtonwa.gov.

CITY OF BURLINGTON, WASHINGTON: A city with a population of 8,450 located between Seattle and Vancouver, B.C. along the I-5 corridor. There are 97 full-time City employees.

EQUAL OPPORTUNITY/NON-DISCRIMINATORY EMPLOYER: All qualified persons will be considered for employment without regard to race, color, creed, national origin, age, sex, religion, veteran status, marital status, or the presence of physical, sensory or mental disability, or any other characteristic protected by law, except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary for proper and efficient performance of that occupation. The City of Burlington is committed to a non-discriminatory recruitment and appointment process.

APPLICATIONS

FILING OF APPLICATION: Applications must be completed in accordance with directions on the front of this announcement. Applicants are responsible for the truth of all statements. Misrepresentation and incomplete or inaccurate entries may be the cause of application rejection, removal from the employment list or discharge from City service. Your application must be received in the department noted on the front of this announcement. Unless otherwise specified, faxes, email and postmarks are not accepted.

CHANGE OF ADDRESS: Applicants are responsible for notifying the hiring department of any change of address or telephone number.

NOTIFICATION: Unsuccessful candidates will be notified by mail as soon as feasible following the final selection decision.

EMPLOYEE BENEFITS

PAID LEAVE: Sick leave, holidays and vacation provisions are provided through City policy or union contract. Currently, regular full-time City employees receive 11 paid holidays per year. Vacation day rates are increased at regular intervals based on length of City service. Sick leave is earned at the rate of 8 hours per month.

RETIREMENT: All regular employees of the City are mandatory members of the State of Washington Public Employee's Retirement System (PERS) except Law Enforcement Officers and Firefighters who are members of the Law Enforcement Officers' and Firefighter's Retirement System (LEOFF). Employees and the City contribute jointly to the plans.

GROUP INSURANCE: Regular full-time employees and their eligible dependents are covered by medical, dental and vision insurance plans. Employees are required to pay a portion of the monthly premium for dependent medical insurance coverage. Employees within this class are covered by the State Industrial Insurance Act.

EMPLOYMENT

HOURS OF WORK: City employees have a work week of 40 hours, Monday through Friday, however, some positions require night shift, holiday, overtime and weekend work.

SALARY INCREASES: The City provides for a regular progression of salary increases.

UNION AFFILIATION: Job classifications covered by union security provisions may require union membership, dues, or payment of equivalent services fees. If hired, contact a supervisor or union representative to determine the union security provision if any, which may apply to your position.

TRIAL PERIOD: Regular full-time status is subject to successful completion of a 6-month trial period (12 months for Police and Fire Department employees).

PRE EMPLOYMENT DRUG SCREENING & BACKGROUND CHECK: Any offer of employment may be contingent upon the applicant passing a urinalysis test for drug abuse and a background check.

ELIGIBILITY LISTS: The City of Burlington reserves the right to establish an eligibility list to fill any vacancies that may occur in the posted position for a period up to six (6) months.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice. The City of Burlington is committed to a smoke-free environment.

**BURLINGTON CITY HALL
CITY OF BURLINGTON, 833 S. SPRUCE STREET, BURLINGTON, WA 98233**