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**Tillamook Bay Community College**

**Library Assistant**

**College and Area Information**

Tillamook Bay Community College (TBCC) is seeking an experienced, enthusiastic and highly skilled candidate to serve as Library Assistant and to work in conjunction with and support of the College’s mission: to provide access to quality education in response to the needs of the community.

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon: the county seat of Tillamook County. The county has a population of 26,000 and TBCC served 2,287 students during the 2014-15 academic year.

**Organizational Relationship**

Reports to: Library Coordinator

**Term of Employment**

0.75 FTE, 249 days per year (1,494 hours per year).

Annual: position July 1 – June 30

Leave in accordance with current TBCC Policy and corresponding regulations.

**JOB SUMMARY**

The Tillamook Bay Community College Library Assistant is primarily responsible for circulation duties; shelving materials; shelf reading; assisting students with using databases, the OPAC, and finding materials; and assisting the customers/the public as needed. Evening hours are required (the library closes at 7pm Monday-Friday).

Flexibility w/ occasional adjustments for coverage needed. As a member of the Library team this person will assist with covering the front counter, library operations, testing and/or tutoring as needed. The position requires attention to detail and the ability to work well with students, staff, the public, and faculty. The ideal candidate for this position is high-energy, creative, and desires to impact the college culture in positive ways.

**RESPONSIBILITIES**

* Assist library patrons
* Provide circulation and reference services
* Assist with administration of college tutoring program
* Assist with scheduling and proctoring of placement test and exams for professional certifications
* Shelve materials
* Assist with library programming and special projects

**Other Duties as Assigned**

* Responsible for issuing student ID’s and working with IT to get ID’s uploaded into Jenzabar for ID verification
* Other projects as requested

**MIMIMUM QUALIFICATIONS:**

**Education and experience**

* High School diploma or higher
* Customer service experience
* Must be self-directed and able to work independently as well as in a team
* Ability to maintain confidentiality standards found in a library environment
* Basic computer proficiency

**DESIRABLE QUALIFICATIONS**

* Associates Degree or higher
* Prior Library and/or office experience
* Flexible schedule

## **PREFERRED SCHEDULE**

12-7pm Monday –Friday w/ occasional adjustments for coverage.

**Knowledge, Skills, and Abilities**

* Ability to engage cross-sector, community stakeholders; consistently operate within the framework of collegiality and teamwork in the workplace.
* Independent worker, entrepreneurial, self-starter, and results driven.
* Work collaboratively with and communicate effectively with staff and partners at all organizational levels
* A level of computer literacy sufficient to use software such as word processing, spreadsheets and databases to produce correspondence, documents, and reports as required by the position.
* At a minimum, it is required of every employee to be able to: use a computer terminal to log in to e-mail; read and create e-mail messages; access the intranet system to find and complete forms and read institutional documents; access the internet and the College's web site; use the calendaring function of the College's e-mail system; and utilize department specific data entry and/or work order software to facilitate departmental tasks.

**Physical Requirements**

Position is primarily indoor office working environment. Position may require the employee to lift up to 35 pounds unassisted, stand for periods of time during work shift, stoop, crouch or bend, or perform other, similar movements to carry out job functions. Supervision may include indoor and outdoor working environment. All individuals are required to be able to perform these movements without a significant risk of injury, with or without accommodation, or to otherwise demonstrate or explain how they can perform the functions listed above.

# **Application Information**

Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant.

Please respond via email with cover letter, resume and application indicating proof of your abilities to achieve the above job description and a minimum of three references to rebeccaphoenix@tillamookbaycc.edu

Applications may also be mailed to:

Tillamook Bay Community College Attn. Human Resources 4301 Third Street Tillamook, OR, 97141

To print application go to [Employment at TBCC (tillamookbaycc.edu)](https://tillamookbaycc.edu/about-tbcc/tbcc-employment-opportunities/) and choose the staff application packet.

 **Position Open until filled**

First review of applications: July 19, 2021

# **Compensation and Position Availability**

This is a 0.75 FTE position. Compensation is $12.76/hour - $13.54/hour, depending on experience. Benefits are in accordance with Board Policy. Full employer paid PERS.