



**City of Milwaukie
Employment Opportunity**

**Library Aide I
4 Half Time Positions Available
2 Quarter Time Positions Available
On-Call Positions Available**

Apply by: July 18, 2013 at 4:00 p.m.

Status:	20 hours/week, benefit eligible (4 vacancies) 10 hours/week, not benefit eligible (2 vacancies) On-call, not benefit eligible (multiple vacancies)
Hours:	Days, evenings and weekends
Work location:	Ledding Library, 10660 SE 21 st Street, Milwaukie, OR
Department:	Library
Salary:	\$15.34 - \$19.58 Hourly – Non Exempt, 20 hour positions AFSCME Represented
Benefits:	Family medical/dental/vision insurance; life/disability insurance; unemployment insurance; Social Security; PERS paid by employer, additional 2.5% of base salary placed in deferred compensation account, vacation, sick leave and holiday pay. Because this position is part-time, benefits are accrued and administered on a prorated basis.

The City of Milwaukie is seeking qualified candidates to fill multiple vacancies in the library. One of the half time positions will work primarily in the children's library. These positions provide customer service and clerical support within the Library. Work may be performed within a major functional area of the library such as cataloging, children's library, or circulation. Duties performed include processing library materials, entering data in the library catalog, assisting in the ordering and receiving of books or materials, presenting programs, assisting library patrons and working at the circulation desk. This position is distinct from the Library Aide II in complexity and scope of administrative duties and responsibility for library programs. Candidates should have library, clerical and customer service experience.

Qualifications: Excellent customer service and communication skills.

Selection Process: Applications will be screened to determine the candidates being invited to an interview. Preference will be given to those applicants who have direct and relevant education and/or work experience.

Application Process: All candidates must complete a City of Milwaukie employment application and supplemental sheet. Resumes may be included but are **not** accepted in lieu of an application. Please mail your signed application materials to City of Milwaukie, Human Resources, 10722 SE Main Street, Milwaukie, OR 97222. We do not accept applications electronically at this time.

Immigration law notice: Only US citizens and aliens authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard for race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law.

Veteran's preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for City of Milwaukie positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for the job for which you are applying, check the appropriate box on the application form. To qualify for veteran's preference, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement.

Minorities, women, and qualified individuals with disabilities are urged to apply. If you wish to identify yourself as an individual under the Americans with Disabilities Act of 1990 and will be requesting accommodation or assistance with any part of the application process, please notify Human Resources.

***Equal Opportunity/Affirmative Action Employer
Women and Minorities are Encouraged to Apply***