EMPLOYMENT OPPORTUNITY  
City of Roseburg, Oregon  
Youth Services Librarian – $24.3639/hour  
Full-time Position  
APPLICATIONS CLOSE – 5:00 P.M. November 19, 2018

Roseburg Public Library seeks a creative self-starter who will embrace the unique opportunity of developing a vibrant youth services department in the new library.

**DEFINITION:** The Youth Services Librarian performs professional work serving library patrons directly or indirectly with a focus on children and young adult library services. Works under the direction of the Library Director who outlines objectives and work activities and reviews work for effectiveness and results obtained. May provide direct supervision to appropriate Library staff and volunteers.

**TYPICAL EXAMPLES OF WORK:** Duties may include but are not limited to the following: Selects and orders electronically or manually all children’s and young adult books and media material. Plans, develops, administers, and promotes children’s and young adult programs and activities, to include summer reading programs. Performs reference and reader’s advisory services for library patrons. Conducts library tours and group orientation sessions for youth, including use of the online catalog system. Performs public relations activities for children’s and young adult programming and performs school and public liaison functions. Conducts online resources training for children and young adults. Serves library patrons at the circulation desk as assigned. Writes grants to support children’s and young adult activities. Contributes to library publicity by creating flyers, writing articles and press releases, and proofreading library materials. Supervises support staff as assigned and oversees the children’s and young adult areas. Analyzes books and media materials to maintain a current children’s and young adult collection. Other duties as required or assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:** Ability to demonstrate a thorough knowledge of children’s and young adult literature, reading materials, and developmental reading abilities, to effectively communicate orally and in written form and the ability to read and comprehend effectively. Knowledge of and ability to use computerized library catalogs and standard computer applications, the Internet and associated services, to interpret children’s and young adult reading trends and to obtain an understanding of the circulation desk operations.

**EDUCATION AND EXPERIENCE:** Position requires a Bachelor’s Degree in Library Science or closely related field and three years of experience in children’s and/or young adult services library environment. A Master’s Degree in Library/Information Sciences, with course work in children’s literature preferred, may substitute for the work experience requirement. Bilingual preferred. A valid Oregon driver’s license is required.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**
Regular and consistent attendance is required. Work is performed in an office/library environment; may require bending, hearing voice conversation, keyboarding, kneeling, lifting up to 20 pounds, pushing, reaching, standing and walking.
EMPLOYMENT INFORMATION
Closes by 5:00 p.m. November 19, 2018

How To Apply: Complete an application form available via one of the following methods.

In-Person: City of Roseburg Human Resources
900 SE Douglas Avenue
Roseburg, OR 97470

Telephone Request: (541) 492-7010 (24-hour Jobline); (541) 492-6700 (Office)

Download from: www.cityofroseburg.org, click on Employment

Email: info@cityofroseburg.org

Submit completed application to Human Resources by the closing date listed in the job announcement in person, by mail, or email: info@cityofroseburg.org. Applications submitted by mail must be postmarked no later than 5:00 p.m. on the closing date. All required documents should be presented with the application. Resumes are accepted in addition to the City of Roseburg application form.

Selection Process: Applications are thoroughly reviewed and screened by the Human Resources Office. Since these are competitive selection processes, applicants whose backgrounds appear to most closely match the needs of the particular vacancy will be considered. Once the screening is complete, Human Resources notifies all candidates of their status. This process can take from one to four weeks after the closing date. Due to the number of applicants and the limited number of job opportunities, not all applicants proceed in the recruitment process.

Equal Opportunity Employer

Roseburg – The Hub of Southern Oregon
Roseburg is located in the “Hundred Valleys of the Umpqua” in southwestern Oregon on Interstate 5. It is 67 miles south of Eugene, 97 miles north of Medford, 80 miles east of the Oregon Coast and 80 miles west of Diamond Lake at the summit of the Oregon Cascades. The elevation is 465 feet. Roseburg has a mild, four seasons climate. Annual average rainfall is 35.07 inches. There is an occasional light snow, but it is not a significant part of the annual precipitation. There are approximately 219 growing days based on the period from the last frost in the Spring until the first frost in the fall. Average summer temperature is 65.8° with a few days up to 100°. Average winter temperature is 44.67° with a few days below 20°. We are reported to have the lowest wind velocity in the U.S., an average of 4-6 mph. Roseburg is the largest city in Douglas County with an approximate population of 22,000 and an urban population of 50,000. Roseburg School District No. 4 serves the City. There are several private schools. Umpqua Community College is located 5 miles north of Roseburg on the banks of the Umpqua River. There are several major shopping areas in Roseburg, and the community boasts a wide choice of housing types and price ranges in settings to suit any housing customer. Roseburg is the location of choice for many who seek a high quality living environment at a reasonable price.