



Library Support Specialist I

Apply by: 5:00 pm. Monday, March 9, 2026

Status/Hours: **Full-Time 40 hours per week**
Tuesday-Saturday work week. Evenings/Weekends may be required

Department: **Library**

Wages: **\$ 4,674 per month, AFSCME Represented**

Benefits: **Excellent Benefits**

The City of Cornelius has an opening for a Support Specialist I in the Library. The person in this position will perform a variety of tasks in support of general library operations, department leads, and information desk staff. They will also oversee tasks in specialized areas as assigned and act as person-in-charge (PIC) as assigned. Bi-lingual applicants are strongly encouraged to apply.

QUALIFICATIONS:

- Any combination of education and experience that would likely provide the required knowledge, skills, and abilities in the *Position Description* is qualifying. A typical way to obtain the required qualifications would be:
- **Education:** A High School Diploma or Equivalent,
AND
- **Experience:** One (1) year of experience working in a library, performing circulation and customer service, or other similar experience.

Please review the position description for the full scope of duties and responsibilities and the required knowledge, skills and abilities.

How to Apply: Submit a completed City of Cornelius application, responses to supplemental questions, résumé, and cover letter to recruitment@corneliusor.gov or deliver to City Hall, 1355 N Barlow Street, Cornelius, OR 97113 by 5:00 pm Monday, March 9, 2026.

Review Process:

Application Review: March 10th – 16th
Interviews: March 18th – 19th
Tentative Start Date: March 31st

City of Cornelius Classification Description

Job Title: Support Specialist I – Library
Department: Library
Reports To: employees will be assigned to one of the following:

- Access Services Manager
- Supervising Librarian

Class: A4
FLSA Status: Non-Exempt
Representation: AFSCME
Date: June 2024

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Position Summary:

Perform a variety of tasks in support of general library operations, department leads, and information desk staff. Oversee tasks in specialized areas as assigned. Act as person-in-charge (PIC) as assigned.

Key Distinguishing Characteristics:

This position is responsible to perform primarily routine tasks, following standard procedures, prescribed policies, and established guidelines. Requires the ability to select the most appropriate response from defined alternatives. Progress is monitored and outcomes reviewed.

Supervision Exercised:

Supervision of others is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel, and may assign work to library aides and volunteers.

Examples of Duties - Essential Functions:

The following tasks are typical for this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

- Provide customer service to patrons over the phone, in person, and by email; assist in opening and maintaining accounts, checking in/out materials, finding library items, answering general questions, and troubleshooting technology.
- Provide guidance to library aides and volunteers in the performance of general library tasks such as shelving, checking in, processing, and special tasks.
- As assigned, act as person-in-charge (PIC) to perform duties such as preparing the library for opening and closing, balancing cash till, making deposits, addressing patron behavior and safety concerns, and troubleshooting facility issues, and providing information/guidance to library aides/volunteers.
- Process accounts receivable for damaged items, assess returned items for damage, determine extent of damage, and assess bills to patrons for damaged items in accordance with library fee schedule.
- Assist with planning, execution, and publicity of programs and events.
- Perform copy-cataloging, interlibrary loan, and corrections to patron and item database records.

- Create social media posts and spread awareness of library services and events.
- Participate in staff meetings, trainings, and contribute to improvement of library services.
- Contribute to a positive work environment; maintain effective and cooperative working relationships with those encountered in the performance of duties including employees, elected officials, other organizations, and the public.
- Follow all safety rules and procedures for work areas.
- Maintain regular, predictable attendance, and punctuality.
- Perform other directly related duties consistent with the role and function of the classification.

Minimum Qualifications:

Minimum Education/Experience Requirements:

Any combination of training and experience, which would provide the required knowledge, skills and abilities, to perform the essential functions of the position, may be qualifying. A typical way to obtain the required qualifications would be:

- A High School Diploma, or equivalent.
- AND
- One year of experience working in a library, performing circulation and customer service, or other similar experience.

Licensing/Special Requirements:

- Spanish/English bilingual proficiency preferred.

Knowledge, Skills and Abilities Required:

Knowledge of:

- Basic library procedures and practices.
- Modern office procedures, methods and equipment including computers related software applications.
- Pertinent policies, procedures, and requirements.

Skill in:

- Verbal and written communications, interpersonal relations, and customer service.
- Proper spelling and grammar in the English language.
- Use of personal computers, computer hardware and software applications, including necessary software applications.
- Filing and documenting information; and ordering materials according to pre-defined alpha and/or numeric systems.
- Accurately performing basic mathematical calculations.
- Troubleshooting general issues with office equipment/technology.

Ability to:

- Understand and follow written and oral instructions.
- Understand and interpret patron needs and select an appropriate solution within pre-defined parameters.

- Make decisions in accordance with established policies.
- Maintain confidentiality and handle sensitive information with sound judgment and discretion.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Working Conditions

Work Environment:

The duties for this job will be performed primarily in an office environment with moderate noise levels, controlled temperature and ventilation conditions, and rare to no direct exposure to hazardous physical substances. Employee may interact in difficult interpersonal situations with staff, public, and external representatives. Where required for compliance with city policy and/or OSHA standards, employee will utilize proper protective equipment.

Physical Demand/Manual Dexterity:

The duties for this job require mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily an office classification, although the job involves work requiring walking, standing in work areas and walking between work areas. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds as well as stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee may occasionally climb stairs. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and peripheral vision.

The physical demands and work environment described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Management is receptive to receiving requests from employees for accommodations related to disability, will engage in the interactive process with employees who make such requests and, where accommodation is needed and reasonable, is committed to providing accommodation, unless doing so would impose an undue hardship on the operation of the City.

June 2024

Application for Employment

City of Cornelius provides equal employment opportunity to all qualified employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran's status, or any other status protected by applicable federal, Oregon, or local law. Our Equal Employment Opportunity policy applies to all aspects of the employment relationship including, but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment. To claim veterans' preference in hiring, complete the Veteran's Preference Form and submit it with the required documentation at the time you submit this application.

THIS APPLICATION WILL BE CONSIDERED FOR THIS SPECIFIC JOB. IT WILL NOT BE RETAINED FOR FUTURE POSITIONS. IF YOU DESIRE TO BE CONSIDERED FOR A POSITION AT A FUTURE TIME, YOU MUST FILE A NEW APPLICATION. IF HIRED, THIS APPLICATION WILL BECOME PART OF YOUR PERMANENT PERSONNEL FILE. PLEASE PRINT OR TYPE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE OR SUBMITTED PAST AN ESTABLISHED DEADLINE.

Position				
Position Applying For		Available Start Date	Today's Date	
Personal Information				
Name				
Address		City	State	Zip
Phone Number	Mobile Number	Email Address		
Are you able, at the time of employment, to submit verification of your legal right to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> (Proof of identity will be required upon employment)				
Education	List any colleges, military, trade, business or other schools attended.			
Do you have a high school diploma or GED Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>				
School Name	Location	Diploma/Degree	Major/Minor	Did you Graduate?
Certificates & Licenses		List any professional license, registration, or certificate required or preferred for the position.		
Type	Issuing Agency	Date Issued	Date Expires	

References

Name	Title	Company	Phone

Employment History

This information in this section will be used to determine if you meet the minimum qualifications as outlined in the job announcement. List ONLY the job(s) (paid, military or volunteer) where you obtained the experience that qualifies you for the job. Clearly describe all of your duties, starting with your most recent job. Resumes will be accepted only if required on the job announcement and will not be accepted in place of a completed application. If you need additional space, attach a separate sheet.

Employer (1)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving		Full or Part time-Hours worked Weekly:	
Duties			
Employer (2)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving		Full or Part time-Hours worked Weekly:	
Duties			

Employer (3)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving		Full or Part time-Hours worked Weekly:	
Duties			

Employer (4)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving		Full or Part time-Hours worked Weekly:	
Duties			

Certification & Signature

I hereby certify that all statements made in this application are true, and I agree and understand that any statement that is false, fraudulent, or misleading in this application or attached material, during the interview or screening process, or discovered in the course of any employment-related process (post hire) may result in the revoking of a job offer or termination of employment.

- I certify that all statements contained herein are true and complete.
- I understand that I must provide proof I am authorized to work in the United States, in accordance with federal law, if I am hired.
- I authorize the employing agency to verify the employment and education information provided in this employment application.
- I authorize my driving record to be checked if the position for which I am applying requires driving.
- I understand and agree to be subjected to a pre-employment drug screening and criminal history background check, if applicable.

Signature: _____ Date: _____

Supplemental Questions

Library Support Specialist I

Please respond to each of the following questions between 250-400 words. Responses may be submitted as a separate document and attached to your application.

1. This position serves a multilingual community. Please describe any experience you have working with Spanish-speaking or bilingual populations. Professional, volunteer, or lived experience is welcome.
2. In your opinion, what are the most important qualities of good customer service, and how do you demonstrate those qualities in your work?
3. If you were asked to lead a library program for the first time, how would you prepare, and what steps would you take to help ensure its success?

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4). This completed form and required supporting documentation must be submitted with your application in order for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) – I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service related disability
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- And am receiving a nonservice – connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD214 or 15, Copy 4, and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____ **Date:** _____

Position Applied For: _____

This form and supporting documentation must be received by the Human Resources Department no later than the closing time and date of the job posting. If you have any specific questions please contact Human Resources.

City of Cornelius*1355 N Barlow Street*Cornelius, OR 97113
(503) 357-9112 or recruitment@corneliusor.gov

CITY OF CORNELIUS
APPLICANT AUTHORIZATION FOR REFERENCE CHECKS

I hereby authorize my past employers to release information to the City of Cornelius regarding my employment. This release of information covers my employment record in general, including information on the following questions:

1. Dates of employment
2. Position(s) held
3. The quality and quantity of my work
4. My attendance habits (excluding workers' compensation, pregnancy, disability FMLA and other protected absences)
5. My relationship with co-workers, supervisors and managers
6. My attitude toward work (cooperative? positive? etc.)
7. Reason for leaving and eligibility for rehire (would the employer rehire if they had to do it all over again?)
8. Strong and weak points
9. Willingness to comply with policies and standards
10. Whether I have had outbursts of temper, threatened, provoked fights with or assaulted others, engaging in hostile or violent behavior
11. Other relevant information regarding my performance, skills, ability, suitability for employment sought, etc.

I agree that all former employers who provide such information are indemnified and released from liability arising from such disclosures. I also understand that if I do not sign this Authorization, my application will be rejected.

Print Name

Signature

Date