



WE ARE HIRING!

Pay range:
\$14.50 – \$16.31
per hour DOE,
plus limited benefits



**The City of Pendleton is an
Equal Opportunity Employer**

PART-TIME LIBRARY CLERK

The Pendleton Public Library is seeking a part-time Library Clerk to join our team and serve our community.

Nestled at the foot of the Blue Mountains, Pendleton has a great work life balance with room to grow professionally. The City of Pendleton offers excellent benefits and has many programs to help each team member advance their skills including college tuition reimbursement and training opportunities.

A Library Clerk assists library patrons with checking materials in and out, issues library cards, and answers patron questions. This position works evenings and Saturdays.

Position requires:

- High school diploma or equivalent
- Good people skills
- Ability to communicate effectively
- Precision in alphabetizing
- Ability to type and use a computer
- Physical ability to lift, bend, and move books and materials.

Ability to speak Spanish and prior public service are preferred.

Additional information and job application available at
<https://pendletonor.gov/hr/page/employment>

About the Pendleton Public Library:

The Pendleton Public Library has served the city of Pendleton since 1987, prior to this time the Pendleton branch of the Umatilla County Library was housed in the Carnegie Library building, on North Main Street (Now Pendleton Center for the Arts).

We are pleased to offer a variety of services both in person and online. The library is a place to gather as a community, study independently, develop personal interests and engage with books and technology.

Applications are available at
<https://pendletonor.gov/hr/page/employment>
or at City Hall, 500 SW Dorion, Pendleton, Oregon

Completed applications must be returned to
Human Resources no later than 5:00 pm on
January 31, 2025