



HOH INDIAN TRIBE

P.O. Box 2196 • FORKS, WASHINGTON 98331
TELEPHONE (360) 374-6582 • FAX (360) 374-5426

Position Description

Job Title	Assistant Librarian
Department	Administration
Reports To	Head Librarian
Status	Part Time / 755 Hours Annual
Salary Range	\$14.00 – 17.00 P/Hr.
Location	Hoh Tribe Reservation

Summary

The Early Literacy Coordinator / Assistant Librarian is responsible for providing library services and targeted literacy programming for the service area within and immediately surrounding the Hoh Indian Reservation. The Early Literacy Coordinator / Assistant Librarian reports directly to the Head Librarian and provides librarian and research services. The Early Literacy Coordinator / Assistant Librarian assumes the responsibility for the effective execution of programs and services in support of early literacy and childhood literacy, within the library's broader program of services. The Early Literacy Coordinator / Assistant Librarian proactively assesses the needs of families in the service area through direct contact or through interaction with community agencies and recommends services and resources the library should provide to address those needs. This position requires substantial application of professional knowledge and experience.

Duties and Responsibilities The duties of this position include, but are not limited to:

- Plan and coordinate early literacy events and participate in other community events as appropriate
- Provide training support for project participants and parents workshops; conduct pre and post surveys.
- Develop and maintain relationships through collaboration with key partners including local libraries, children's librarians and other community agencies
- Prepare reports and compile program information and data for quarterly and year-end reports
- Performs circulation desk duties: charges out and discharges materials; records borrowers and updates patron records; collects fines; sorts and re-shelves materials; maintains shelves.
- Assists patrons in locating library materials and in the use of all library services, including computers, printers, and photocopiers. Adds paper and other supplies as necessary; responds to patron requests both in person and by phone, including Internet time and the use of the library. Processes delivered materials; notifies patrons by phone of their arrival.

- Process library materials, including typing and attaching spine labels, attaching book covers and security tape, and mending and recovering books.
- Performs other related duties as required/assigned.

Skills and Specifications

- Demonstrated ability to work independently and effectively with both children and adults.
- Ability to work independently and organize multiple tasks.
- Knowledge of and/or experience in early literacy practice and community resources.
- Attention to accuracy and detail.
- Typing and ability to learn computer operations and library related databases. Proficient data entry skills.
- Required to meet flexible schedule demands, including evenings and Saturdays.
- Must adhere to the personnel policies and drug and alcohol policies.
- Must submit to and clear a pre-employment alcohol and drug test, and criminal background check.
- Demonstrated experience with literacy, education, or reference resources.
- Experience with computer applications, including Microsoft Office, the Internet.
- Experience in human service related or early childhood field are required.

Education and Qualifications

- HS Diploma or GED equivalent required. AA in Literacy, English, Multi-Media or related field preferred.
- Minimum one (1) year working with children ages pre-K through 12; 30 semester hours of education in related field may be substituted for one (1) years' experience.

Condition(s) of Employment:

- Good attendance a must.
- Subject to pre-employment alcohol and drug testing.
- Subject to Criminal background check.
- Possess or ability to obtain a Valid Washington State Driver's License.
- Ability to work flexible hours, weekends and evenings as needed.

Physical Requirements:

Ability to regularly sit for long periods of time. Requires repetitive motion of hands, wrists and fingers for frequent operation of computer, key boards and other office equipment such as phone, copier, stapler, calculator, etc. Ability to stand, kneel, bend and reach intermittently. Ability to communicate verbally and in writing. Ability to lift up to 25 pounds routinely and lift up to 45 pounds occasionally. High level of tolerance for loud noises and working in a chaotic environment. Ability to exercise extreme patience when working with children and parents. .

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination based on race, color, age, sex, sexual orientation, national origin, physical or mental handicaps, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons must submit complete applications to be considered for employment. All applicants are subject to employment drug and alcohol testing and a criminal background check. Some positions are subject to a review of the driver's license abstract.

TO APPLY: Download the Hoh Tribe Employment Application at www.hohtribe-nsn.org. Must submit a complete Hoh Tribe Employment Application along with a cover letter, resume containing three professional work references. If claiming Tribal hiring preference, please include this in your cover letter along with the tribal affiliation. Complete applications may be submitted electronically to www.hr@hohtribe-nsn.org or via fax to 360-374-5426. Application materials may also be mailed to the following address:

*Hoh Indian Tribe
ATT: Human Resources
P.O. Box 2196
Forks, WA 98331.*

All application materials must be complete and be received on or before 4:30 p.m. of the closing date noted on the posting to receive consideration. For more information, please contact the Human Resources (360) 374-6582.