



- Working knowledge of and ability to automate and maintain circulation, inventory, on-line search and card catalog systems.
- Proficiency with computers and strong clerical skills, including accuracy and a moderate speed in typing.
- Ability to train and supervise others.
- Ability to guide and assist students in the use of the library and technology resources.
- Ability to comprehend the educational levels at which students are operating and relate library material to these levels.
- Knowledge of library organization and procedures.
- Ability to exercise careful judgment, diplomacy and tact in the performance of assigned duties, and in dealing with students, staff and the public.

Some positions in this classification may require the use of a personal automobile and possession of a valid Class C Oregon driver's license.

Work is performed primarily in a standard office environment with extensive student, parent and public contact and frequent interruptions.

Potential conflict situations.

Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate the officif