Yakima Valley College is accepting applications for o*ne* **Library and Archives Paraprofessional 1 in the Office of the Vice President - Library and Media Services.**  *This is a 60% of full-time, cyclic (working 8-months a year ), classified position. Beginning salary is $1,443.60 per month for 24 hours per week, with periodic increments up to $1,906.20, plus a full state benefits package.*The **Library and Archives Paraprofessional 1** must be willing to work a flexible schedule. 

Reporting to the Director – Library and Media Services, the**Library and Archives Paraprofessional** **1**performs entry-level and routine technical library tasks related to public and/or technical services using manual and/or automated systems. Refers clients to librarians when appropriate. Performs repairs of library materials.

**Qualifications**

**MINIMUM QUALIFICATIONS:**

1. **High school graduation or equivalent; AND**
2. **One year experience in a library which could include experience repairing books or closely related clerical activity, or satisfactory completion or relevant course work, OR equivalent education/experience**

**PREFERRED QUALIFICATIONS:**

* Experience repairing books
* Experience with automated library system(s)
* Computer experience in Microsoft products (especially Word, Outlook, and Excel)
* Experience in a college environment
* Experience interacting courteously with customers
* Accurate keyboarding skills
* Strong written and oral communication skills
* Ability to work as a team member
* Demonstrated knowledge of basic math skills

**PHYSICAL REQUIREMENTS:**

Noise

* Work is performed in an office setting, subject to quiet to moderate noise

Mobility

* Ability to lift, carry, push, pull objects up to forty (40) pounds; bending at the waist; kneeling and stooping repetitive arm/hand movement; reaching above shoulder level; ability to extend the hands and arms to seize, hold, grasp, turn, or otherwise work the hand

**Duties/Responsibilities**

**JOB PROFILE:**

Assist patrons or other library units with locating, retrieving, and checking out specific library materials

* Always properly charge and discharge materials for patrons, based on the library computer system and library procedures and guidelines
* Assist patrons with searching for specific titles when reference staff will be unavailable for more than five minutes
* Understand the basic search functions of the library system

Answer elementary library informational and directional questions; answer questions regarding information contained in the library technical services and public computer systems; refer patrons to appropriate employees for other services

* Understand basic Internet search functions
* Refer reference inquiries to reference librarians or other appropriate staff
* Direct users to appropriate library employees, sources, and locations
* Have elementary knowledge of the functions of reference databases and books
* Conduct an effective interview of the user to clarify their needs to determine appropriate response or action

Maintain periodicals collection

* Check in new print periodicals and track missing issues
* Complete new periodical claims and follow up on them in a timely fashion
* Prepare periodicals for shelving and shelve them daily
* Straighten current periodical rack daily
* Put shelved periodicals in order at least twice per quarter

Physically process items for collections including stamping and labeling

* Stamp, mark, and sensitize library materials
* Accurately process each specific item type (i.e., paperback, hardback, etc.) based on written instructions
* Maintain the New Books display area
* Maintain various files such as circulation and reserve files, when needed

Repair simple binding structures, including making repair to text blocks prior to sending them out for commercial binding, tightening hinges, cloth case re-backing, re-sewing, endpaper replacement, tipping in replacement pages, etc.

* Mend books and other material, according to library guidelines

Assist in stack maintenance such as shelving library materials and shelf reading

* Shelve books as needed
* Read assigned book shelf areas to maintain proper classification order
* Straighten library including pushing in chairs, pick up books from tables and counters, and straighten and dust book shelves

Answer telephones; take messages; photocopy materials; maintain copy equipment by adding toner and paper and releasing paper jams; record statistics

* Add paper to copy machines and/or printers on a daily basis
* Resolve simple problems with the copy machines and printers
* Assist patrons with use of copy machines, scanner/fax machine, and printers
* Keep daily/monthly gate count statistics

Assist patrons with the library's computers and the print system

* Assist patrons with computer stations when reference staff will be unavailable for more than five minutes

General

* Prepare library for opening and/or closing, depending on schedule
* Accurately complete all opening procedures not performed by reference librarian within five minutes of arrival on Sundays
* Keep work area straightened and neat; all materials used during shift picked up and placed in normal locations at end of shift
* Send e-mail to or leave written notes for the appropriate individual, such as the Library Parapro 2 or Director, addressing any problems or questions encountered during shift and include the date and name or initials
* When closing, ensure all equipment is properly turned off or shut down and all inside doors locked
* Check in and process new newspapers and place on rack, when needed
* Remove old newspapers from rack, when needed

Perform other duties as assigned

**Supplemental Information**

**Application Instructions:**  
To apply for this position you **MUST**submit a complete YVC Online Employment Application, and include the following **REQUIRED** attachments:

* **A cover letter**describing **how you meet** the qualifications of this position (a generic cover letter will not be accepted)
* **A current resume** ( a resume will not substitute for the "work experience" section of the online application)
* **Three (3) professional references** (personal references do not count as professional)
* **Unofficial transcripts** for confirmation of degree (if minimum qualifications require a degree). The successful candidate will be required to submit official transcripts at time of hire
* **Certifications/Credentials** as required for fulfillment of the minimum qualifications

**Please note:  *Failure to follow the above application instructions will lead to disqualification*. Please do not include any attachments other than the ones requested above. E-mailed documents will not be accepted after the closing of the recruitment or in lieu of attaching your documents to the online application.**  
  
**Employment Information:**  
*Those applicants invited to interview may be required to complete a skills test.  
  
Candidates may be subject to a Criminal History Background Check as a condition for consideration of employment.  
  
"In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire."  
  
Yakima Valley College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance should be directed to the Director of Human Resource Services, YVC, South 16th Ave. & Nob Hill Blvd., Yakima, WA  98902; or call 509.574.4670. [Click here for the full non-discrimination statement.](http://www.yvcc.edu/about/hr/Pages/Equal-Opportunity.aspx)*  
  
*Applicants with disabilities who require assistance with the recruitment process will be accommodated to the extent reasonably possible.  
  
All positions are subject to federal and state funding.*