



COLUMBIA RIVER INTER-TRIBAL FISH COMMISSION

700 NE Multnomah Street, Suite 1200
Portland, Oregon 97232

(503) 238-0667
F (503) 235-4228
www.critfc.org

Job Announcement

Job Title: Library Assistant
Department: Fishery Science
Classification: Part-Time (approx 16 hrs/wk), Regular, Exempt
(Not eligible for benefits, dependent on annual funding)
Salary/Wage Range: \$28,163 - \$36,607 (Equivalent to CRITFC Grade 4 @ 0.4FTE)
Location: Portland, Oregon
Recruitment Period: November 12 – December 19, 2014

Job Summary/Primary Responsibility: The Library Assistant supports the provision of library services for both CRITFC and the fishery management community in the Columbia Basin through the StreamNet Project. The position requires experience with computers, and an interest in organizing and maintaining information resources.

The Library staff is team-oriented. Each staff member has assigned duties and is allowed the freedom to complete those duties. As a team, the Library staff members work together to gather and organize information to support the scientific research into the natural resources of the Columbia River basin and Pacific Northwest.

Essential Job Functions:

- Assist with the task of organizing StreamNet Library materials by processing and shelving materials.
- Assist patrons in locating library materials and provide referral to the Assistant Librarian for reference questions.
- Assist with interlibrary loan by locating materials for loan and processing as directed.
- Work with Library staff to assure smooth and effective operations by creating and continually evaluating existing systems, resources, policies, and procedures/methods.
- Other duties as assigned and as appropriate to CRITFC and StreamNet Library goals and purposes.

Job Requirements/Qualifications:

- High School diploma;
- Experience using Internet resources and online library catalogs;
- Demonstrated accuracy and attention to detail (critical);
- Demonstrated ability in Windows operating system and Microsoft Office applications;

- Excellent oral and written communication skills;
- Ability to work positively with a team of professionals and assist a diverse array of professionals;
- Dependability, creativity, flexibility and ability to work independently

In addition, the following qualifications are desired:

- Knowledge of natural resource issues, particularly fisheries, and geography in the Columbia River Basin;
- Knowledge of library interactions, including information assistance;
- Knowledge of Native American cultures and treaty rights issues.

Supervision Received: The Library Assistant reports to the Librarian. The project is under the Fisheries Science Department of CRITFC. The Library Assistant will also be supervised by the Assistant Librarian in the absence of the Librarian and for special projects.

Supervision Given: Supervises volunteers on an as needed basis.

Physical Working Conditions: Work is performed in an office environment with adequate heating, lighting, and ventilation. Some privacy is provided for concentration and telephone conversations. Incumbent will be in proximity to and will interact with other staff. Interactions with other staff are for the purpose of advice, assistance, and cooperation in identifying, defining, and solving problems and to exchange and coordinate information, ideas, and concepts.

The work requires a great amount of concentration and attention to detail. There is a limited amount of activity while moving about the library and CRITFC offices. Work assignments are concurrent and performed, at times, under severe time constraints. Work will regularly involve the use of computers. Occasional evening or weekend work may be necessary. Periodic lifting of heavy boxes (50 lbs) and shifting of library collections is required.

CRITFC Motor Vehicle Policy:

The driver operating a CRITFC vehicle or their own private vehicle for business related purposes shall be in possession of a valid, unrestricted current driver's license, or other operator's license, as required by law; and be eligible for coverage under CRITFC's Motor Vehicle insurance policy. Upon request, CRITFC's Motor Vehicle policy is available to applicants to review the required criteria.

Application procedure:

Hiring preference will be given to qualified enrolled members of federally recognized tribes and Alaska natives, especially to members of the four CRITFC member tribes (Warm Springs, Yakama, Umatilla, and Nez Perce).

Note: No incomplete application will be considered.

Send complete application materials including a cover letter, CV/resume, completed job application (available on our website at <http://www.critfc.org/critfc-employment-opportunities/> or by calling 503.238.0667), an example of technical writing ability, a copy of relevant certifications and a list of at least three professional references to:

Columbia River Inter-Tribal Fish Commission
Attn: Human Resources
700 NE Multnomah Street, Suite 1200
Portland, Oregon 97232
Email: hr@critfc.org (please follow with mailed original)
Fax: 503.235.4228 (please follow with mailed original)

Date Revised: November 12, 2014