



CITY OF TOLEDO, OREGON

**JOB RECRUITMENT - ANNOUNCEMENT**

JOB REFERENCE NUMBER: 2024-03  
 SALARY: \$16.43 /hour  
 DEPARTMENT: Library  
 POSITION TITLE: Part-time Bilingual Adult Outreach Librarian  
 POSTING DATE: 1-8-2024  
 CLOSING DATE: Open until filled

**How to apply:** Please submit a completed cover letter, city employment application and resume to the City Recorder to the address listed below. A copy of the full job description and the employment application is available on the City’s website at [www.cityoftoledo.org/jobs](http://www.cityoftoledo.org/jobs). You may pick up a copy at City Hall. For further information concerning the above vacancy please contact the City Recorder at (541) 336-2247 ext. 2060.

Toledo City Hall  
 Attention City Recorder  
 206 N. Main Street  
 Po Box 220  
 Toledo, Oregon 97391  
 E-mail: [lisa.figueroa@cityoftoledo.org](mailto:lisa.figueroa@cityoftoledo.org)

**GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

\*The duties/responsibilities, experience and certifications listed below is a summary of the requirements for the position. To see a full list of the position requirements, please refer to the job description.

The City of Toledo is seeking a dedicated and professional individual to fill the position of Part-time Bi-Lingual Adult Outreach Librarian. This position is responsible for coordinating educational and recreational services for the adult population in the Toledo community.

- Promote/market adult programs within and outside the Library
- Deliver services in English and Spanish while maintaining high standards for quality and cultural competence of service delivery
- Partner with key organizations to serve adults and families
- Collect and report statistics and stories around adult programming/outreach effort
- Serve as a liaison to community groups, organizations, and agencies with enthusiasm

**Preferred Education**

- An AA or higher in Library Sciences, Applied Humanities, Education, Ethnic Studies, or Liberal Arts.

**Minimum Experience**

- Preferred at least two years of progressively responsible experience in adult programming.