



The North Olympic Library System invites you to consider the position of **Youth Services Librarian 1**

### **North Olympic Library System**

NOLS is a junior taxing district organized under the laws of Washington State and serving all of Clallam County, Washington. It includes the Main Library and Administrative headquarters in Port Angeles, branches in Clallam Bay, Forks and Sequim, and active Volunteer and Outreach programs. NOLS is heavily involved in community engagement and partnership activities throughout the county. NOLS staff consists of 56 FTE, annual circulation is about one million, and the 2023 budget is just over \$6 million.



### **About the Position**

Applies professional library knowledge to plan, implement, provide and support a wide array of library services and resources. Work includes responsibilities of a more complex and demanding nature in direct customer service and in reference, research, programming, community engagement, training, library resource management, and other library service areas. Work is performed under general supervision, in close collaboration with systemwide workgroups, staff, and managers.

***In this recruitment, NOLS is particularly, but not exclusively, interested in reviewing applications from candidates who have skills, experience, or professional enthusiasm in the following areas:***

- Developing a wide-range of youth programming and collections
- Community engagement and outreach
- Innovative public library service models with a focus on equity, diversity and inclusion
- Working collaboratively with a system-wide Youth Services Team
- The ability to speak and write Spanish fluently (preferred, but not required).

Recent Master of Library and Information Science graduates are encouraged to apply.

## Examples of Essential Job Functions

Work performed may include, but is not limited to, the following activities:

- Provides courteous, helpful, and efficient service to customers by checking out materials, issuing library cards, placing holds, accepting payments and answering questions about accounts;
- Uses library resources and reference tools to assist customers and respond to requests for materials, services and information, responds to complex reference queries and conducts in-depth research;
- Provides readers advisory services;
- Performs collection management duties;
- Plans, prepares and presents library programs and events;
- Develops and participates in community outreach activities and presentations;
- Collaborates with colleagues to insure coordinated and effective daily operations and coordinated library programs and services;
- Develops print and web-based tools, guides and training programs to assist customers and staff in using the library and its resources;
- Assists in the development of policies and procedures that advance the library's priorities and strategic initiatives;
- Assists with development and maintenance of the Library's website and social media;
- Develops, prepares and evaluates displays, exhibits, bulletin boards and signage;
- Recommends and participates in the development and implementation of operational improvements;
- Seeks grants to support new programs and services; develops grant proposals and implements grant programs;
- Monitors building conditions, and performs minor cleaning, repair, organization, and re-supply tasks to maintain public and work areas in a safe, clean and orderly condition;
- Drives NOLS vehicle to NOLS libraries and other locations to perform duties;
- Collects statistics and other data and prepares reports as required;
- Stays abreast of trends and best practices in librarianship and library technology and participates in continuing education as appropriate;
- Actively participates in committees, work groups and special assignments;
- Performs related duties as required.
- Timely and regular attendance is an essential job function.



## Minimum Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Typical education and experience would be:

- Masters of Library/Information Science degree (MLS) or equivalent;
- State of Washington Librarian Certificate (required if MLS);
- Some work experience in customer service.



### **Knowledge and Skills Required:**

- Knowledge of current and emerging library trends, services, technologies and practices;
- Familiarity with public libraries and library services;
- Library programming skills;
- Research skills and demonstrated prior experience with online researching;
- Standard workplace computer applications and equipment;
- Strong customer service attitude;
- Strong verbal and written communication skills.

### **The ideal candidate will also have the following experience, knowledge and skills:**

- Comprehensive knowledge and understanding of principles, practice, and emerging trends, of young adult and children's services in a public library;
- Experience developing and providing library programming, and developing and conducting community engagement activities;
- Extensive knowledge of children's and young adult literature and genres;
- Prior experience in a library setting; public library experience strongly preferred.
- Excellent verbal and written communication skills;
- Flexibility, a high level of energy and an aptitude for multi-tasking;
- Willingness to work with all age groups and a diverse population;
- Willingness to work a varied schedule (including evenings and Saturdays)

### **Salary, Benefits, and Schedule**

The salary range for this position is \$4,401.36 to \$5,349.89 per month (Range 19). Appointment may be made at any step, dependent on experience and qualifications. The position is a union represented position (AFSCME, Local 1619L) and is budgeted and scheduled for 37.5 hours per week. The work schedule varies and will include evenings and weekends. The primary work location is the Forks and Clallam Bay Branch Libraries. The position may be assigned to work at other NOLS Facilities as needed.

In 2023, the benefits package includes:

- 5 days paid personal leave per year;
- 11 paid holidays per year;
- 12 days paid sick leave per year;
- 15 days paid vacation leave per year (increases after 5, 10 and 16 years of service);
- PERS retirement plan and Social Security;
- Medical insurance coverage available for employee with dependent coverage option by payroll deduction (employee portion toward the total premium for subscriber-only coverage is between \$0 and \$44.17 per month);
- Dental insurance coverage available for employee with dependent coverage added at no extra cost (employee portion toward the total premium is \$2.60 per month);
- \$1750 annually for employer-funded Health Reimbursement Arrangement (HRA);
- Employer-paid vision coverage for employee and all family members
- Employer-paid Employee Assistance Program (EAP);

- Employer-paid life and accidental death/dismemberment insurance;
- Deferred compensation plan available with employer match up to \$30/month;
- Travel stipend of \$40 per month;
- Bilingual pay stipend of between \$40 to \$80 per month, if applicable.

NOLS values professional development and regularly budgets for staff professional development opportunities including conference attendance, trainings, professional memberships, and a tuition reimbursement program.

### **Working Conditions**

Duties are generally performed indoors. Evening and weekend hours are regularly required. Work is performed extensively at a computer work station with periods of prolonged sitting or standing. Work station may be shared with other staff. Work requires frequent interaction with co-workers and with the public. Environment includes normal range of noise, dust and other distractions, working around standard office equipment and specialized library equipment. Facilities are smoke-free; smoking is prohibited in all Library facilities and vehicles.

### **Physical Requirements**

*Essential job functions require sufficient physical ability to work in an office setting and operate office and library equipment, including the following:*

- CONTINUOUS sitting; upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls and other office equipment; pinch grasp to manipulate writing utensils.
- FREQUENT side-to-side turning of neck; walking, standing, bending and stooping, pushing/pulling, twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards.
- OCCASIONAL squatting, kneeling; reaching above and at shoulder height, lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.
- Ability to push, pull, load, unload, and maneuver heavy book carts.
- Ability to work a varied schedule (including evenings and Saturdays).
- Ability to travel between library locations using NOLS vehicle, personal vehicle or public transportation.

### **About Clallam County**

Clallam County has a population of about 70,000 people. It is located on the Olympic Peninsula of Washington. It consists of 2,670 square miles and stretches across the northern tier of the Peninsula from Cape Flattery, the westernmost point on the continental United States, to Discovery Bay. It is bounded on the north by the Strait of Juan de Fuca and on the south by the Olympic Mountains. The "West End" of Clallam County includes the towns of Forks, Clallam Bay, La Push and Neah Bay.

The county includes miles of unspoiled coastline, spectacular mountains and much of Olympic National Park, vast forests including temperate rain forests, and acres of farmland, including Sequim's famous lavender fields. Recreational opportunities abound, including hiking, camping, bicycling, birding, kayaking, golf and cross country skiing. Native American tribes include the Jamestown S'Klallam Tribe, the Lower Elwha Tribe, the Quileute Tribe and the Makah Tribe. The Seattle

metropolitan area is approximately three hours away. The city of Victoria, British Columbia is a short ferry ride from Port Angeles.



**About the Forks Branch Library**

The Forks Branch Library was extensively remodeled in 2013. Renovations to the 6000 sq. ft. space included a new roof, an energy-efficient heating/ventilation system, insulated windows, wall and floor coverings, a new conference room, comfortable seating areas, renovated restrooms, and an updated meeting room.

**About Clallam Bay Branch Library**

The Clallam Bay Branch Library was expanded in 2009. Consisting of almost 4,000 sq. ft., the spacious library features comfortably furnished reading and study areas, a charming children’s area, a teen zone, public computers, and a community meeting room. With a broad collection of library materials, engaging programs, and free Wi-Fi the Library is popular with local residents and tourists alike.



**Application Procedure**

Position is open until filled, with applications first reviewed on **Friday, September 15, 2023.**

Required application materials for this position include a completed application, current resume, and a cover letter explaining why you are the best candidate for this position. Applications should be submitted by email to [HR@nols.org](mailto:HR@nols.org). Applications are not complete unless all elements are submitted. Incomplete applications will not be considered. *To avoid submission problems with NOLS’ firewall, file names of the attachments **must not** include any hyphenation such as dashes or extra periods.*

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This announcement is meant only as a general description and recruitment guide and is subject to change. It reflects the general information considered necessary to describe the essential functions of the job and shall not be construed as an exhaustive statement of duties, responsibilities, or requirements that may be inherent in the job. It is not intended to limit or modify the right of any supervisor to assign, direct, or control the work of employees under his/her supervision. The use of a particular expression to describe duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Further, this announcement does not constitute an expressed or implied contract or an offer of employment.

If special accommodations are required during the hiring process, please inform the Executive Director. The North Olympic Library System will consider the possibility of reasonable accommodation for all essential job functions. All Library facilities are smoke-free, and smoking is prohibited in all Library facilities and vehicles. The North Olympic Library System is an Equal Opportunity Employer.