



Position Available *External Recruitment*

IT Specialist 2 Port Angeles Main Library – Part Time (FLSA Non-Exempt)

Primary assigned location: Port Angeles Main Library. May be assigned to work at other NOLS Facilities as needed.

Salary: Range 15: \$22.73 to \$27.63 per hour.

Flexible Schedule: Position is budgeted and scheduled for 22.5 hours per week. There is flexibility with setting a routine schedule, as long as the requirements of the position are met.

Possible schedules include:

Sample Schedule A:

Tue, Wed, Thurs 11am-7pm

Sample schedule B:

Mon-Fri 8am-12:30pm

Sample schedule C:

Mon, Wed, Thurs 9am-3pm
Saturday 9am-1:30pm

Union Represented Position: AFSCME, Local 1619L

Summary of Position Responsibilities: Individuals assigned to this classification perform a variety of tasks relating to the maintenance, installation and repair of computers and peripherals, the installation and support of standard workplace applications and library applications, and support of the website and Intranet. Tasks are performed under general supervision.

Examples of Essential Job Functions:

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

- Maintains, installs or repairs client PCs and other devices;
- Maintains logs of repairs and changes made to equipment and configurations;
- Responds to user questions about the operation of networked applications and equipment;
- Diagnoses and resolves problems in operations of client computers and applications;
- Diagnoses and solves problems with staff access to networked resources;
- Diagnoses and solves problems with public access computing;
- Assists in maintaining the web site and staff Intranet;
- Delivers technology training to library staff;
- Assists in maintaining documentation;
- Tracks and maintains documentation of IT related inventory

- Researches, recommends and completes approved small to medium IT department purchases
- Occasionally works directly with IT product and service vendors;
- Maintains work areas in a safe, clean and orderly condition;
- Recommends and participates in the development and implementation of operational improvements;
- Actively participates in committees, work groups and special assignments;
- Participates in continuing education opportunities as appropriate;
- Performs related duties as required.
- Timely and regular attendance is an essential job function.

Minimum Qualifications:

Education, Experience, and Certifications:

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

- High school diploma or equivalent;
- CompTIA A+ and Network+ certifications or equivalent;
- Valid Washington State driver's license;
- Good driving record clear of major traffic violations.

Knowledge and Skills Required:

- PC hardware and peripherals including printers, scanners, cameras, etc.
- Windows client operating systems in a domain environment;
- Office productivity software in an enterprise environment;
- Strong customer service attitude;
- Strong verbal and written communication skills.

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 up to 50 lbs. from below waist to above shoulders and transporting distances up to 50 feet.
- Ability to work a varied schedule (including evenings and Saturdays).
- Ability to travel between library locations using NOLS vehicle, personal vehicle or public transportation.

Working conditions: Duties are generally performed indoors. Evening and weekend hours are occasionally 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.

Compensation: Part-time position (22.5 hours per week). Salary 15: \$22.73 to \$27.63 per hour. Appointment may be made at any step, dependent on experience and qualifications. Benefits package includes paid vacation, holidays and sick leave; PERS retirement plan and Social Security; partially paid medical insurance coverage available for employee with dependent coverage option by payroll deduction; partially-paid dental insurance coverage available for employee with dependent coverage added at no extra cost; 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. Further benefits information is available at <https://www.nols.org/employment/>.

Application Procedure: Application deadline is 4:00pm on Wednesday, March 20, 2024. Required application materials for this position include a complete and current NOLS application, a current resume, and a cover letter explaining why you are the best candidate for this position. File names must not include any hyphenation such as dashes or extra periods. Applications should be submitted by email to HR@nols.org. **Applications are not complete unless all elements (cover letter, application, and resume) are submitted, and incomplete applications will not be considered.**

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.