



**Position Available**  
*External Recruitment*

**Community Outreach Specialist**  
**Forks and Clallam Bay Branch Libraries**  
**Full-Time (FLSA Non-Exempt)**

**Primary assigned location:** Dual branch assignment to the Forks and Clallam Bay Branch Libraries. May be assigned to work at other NOLS Facilities as needed.

**Salary:** Range 13: \$3,433.79 to \$4,173.79 per month in 2025; \$3,511.04 to \$4,267.69 per month in 2026. Appointment may be made at any step, dependent on experience and qualifications.

**Schedule:** Position is budgeted and scheduled for 37.5 hours per week. Work schedule varies and will include evenings and weekends.

**Union Represented Position:** AFSCME, Local 1619L

**About the position:** Individuals assigned to this classification plan, provide and support a wide array of services and programs for library patrons, including outreach and programming of a more complex and demanding nature, and assisting with the creation and development of library marketing materials. Work includes both direct customer service and activities that support other library services. Work is performed under general supervision in close collaboration with branch and systemwide staff.

**Job duties include but are not limited to:**

- Plans, prepares and presents library programs and events;
- Assists with development and deployment of community outreach services;
- Uses NOLS vehicle for delivering material to patrons and facilities;
- Assists with developing community partnerships;
- Assists with the creation and development of library marketing materials;
- Provides courteous, helpful, and efficient service to customers by checking out materials, issuing library cards, placing holds, accepting payments and answering questions about accounts;
- Provides readers advisory services;
- Collaborates with others to insure coordinated and effective programs, services, and operations;
- Performs tasks that support collection management activities as directed;
- Assists and instructs patrons in the use of library equipment;
- Assists and instructs patrons in the use of computer interfaces and applications;
- Drives NOLS vehicle to NOLS libraries and other locations to perform duties;
- Recommends and participates in the development and implementation of operational improvements;
- Processes daily cash collections;

- Makes minor repairs to library materials;
- Opens and closes the NOLS facility;
- Collects statistics and other data and prepares reports as required;
- 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;
- Participates in continuing education opportunities 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:*****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:*

- Two-year college degree;
- At least one year of experience working in a library;
- Some work experience in customer service;
- Valid Washington State driver's license;
- Good driving record clear of major traffic violations.

***Knowledge and Skills Required:***

- General familiarity with public libraries and library services;
- Standard workplace computer applications and equipment;
- Principles of alpha numeric filing systems;
- Strong customer service attitude;
- Strong verbal and written communication skills.

**Compensation:** Full-time position (37.5 hours per week). Salary Range 13: \$3,433.79 to \$4,173.79 per month in 2025; \$3,511.04 to \$4,267.69 per month in 2026. 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; 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 contribution, a travel stipend of \$40/month, and a bilingual pay stipend of between \$40 to \$80 per month, if applicable. Further benefit information is available at <https://www.nols.org/employment/>.

**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; driving, walking, standing, bending and stooping, pushing/pulling, twisting at waist; moderate wrist torque to twist equipment knobs and dials; using hand trucks; 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.

**Working conditions:** Duties are generally performed indoors and in vehicles. Evening and weekend hours are regularly required. Work is performed extensively at a computer work station and vehicle 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, fumes, 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.

**Application Procedure:** Application deadline is 4:00pm on Friday, December 19, 2025. Required application materials for this position include a current NOLS application, current resume, and a cover letter explaining why you are the best candidate for this position. To avoid submission problems with NOLS' firewall, file names of the attachments **must not** include any hyphenation such as dashes or extra periods.

Applications should be submitted by email to [HR@nols.org](mailto:HR@nols.org). Applications are not complete unless all elements (cover letter, application and resume) are submitted. 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 their 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.