



Position Available
Internal & External Recruitment

Courier
Port Angeles Main Library
Part-time (FLSA Non-Exempt)

Primary assigned location: Port Angeles Main Library. Daily travel to and work in other NOLS branches and locations is an essential function of this position.

Hourly Rate: Range 8.5: \$17.35 to \$21.09 per hour. Appointment may be made at any step, dependent on experience and qualifications.

Schedule: Position is budgeted and scheduled for 28 hours per week. Work schedule is Monday through Friday, with a shift start time of 9:30am.

Union Represented Position: AFSCME, Local 1619L

About the Position: Individuals assigned to this classification process and transport shipments of library materials and equipment between library branches and other assigned locations and perform a variety of circulation, clerical, and other tasks which support the movement and placement of library materials. Work is performed under general supervision.

Job duties include but are not limited to:

- Packs and organizes materials into shipping totes;
- Loads and unloads shipping totes, equipment, supplies, and miscellaneous items into and out of vehicles;
- Assists with the organization and placement of library materials and equipment;
- Drives a NOLS-owned vehicle between branches and other locations on a designated delivery route and schedule, to transport materials and equipment;
- Performs daily vehicle inspections and monitors for maintenance requirements;
- Checks in, sorts and shelves returned materials;
- Processes holds;
- Reads shelves for accuracy;
- Recommends and participates in the development and implementation of operational improvements;
- Maintains vehicles, work and public 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 years of high school or equivalent;
- Valid Washington State driver's license;
- Good driving record clear of major traffic violations.

Knowledge and Skills Required:

- Driving, traffic laws and vehicle/road safety protocols;
- Ability to drive multiple vehicles safely and proficiently in all types of weather and driving conditions;
- Ability to routinely and repeatedly pick up and move totes of library materials using proper lifting techniques;
- Ability to use initiative, problem-solving skills, and judgment;
- Familiarity with standard workplace computer applications and equipment;
- Ability to maintain attention to detail while conducting repetitive tasks;
- General familiarity with public libraries and library services;
- Principles of alpha numeric filing systems;
- 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 driving, walking, standing, bending and stooping, squatting, kneeling, sitting, pushing/pulling, twisting at waist; side-to-side turning of neck; reaching above and at shoulder height, 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; moderate wrist torque to twist equipment knobs and dials; using a hand truck.
- FREQUENT lifting objects weighing 25-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards.
- Ability to sit for long periods.
- Ability to push, pull, load, unload, and maneuver heavy objects.
- Ability to travel between library locations using NOLS vehicle, personal vehicle or public transportation.

Working Conditions: Duties are generally performed indoors and in vehicles. Regular evening and weekend hours may be required. Work is performed extensively in a vehicle and 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. Environment includes normal range of fumes, noise, dust and other distractions, working around vehicles, standard office equipment and specialized library equipment. Facilities are smoke-free; smoking is prohibited in all Library facilities and vehicles.

Compensation: Part-time position (28 hours per week). Range 8.5: \$17.35 to \$21.09 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; and bilingual pay stipend of between \$40 to \$80 per month, if applicable. Further benefit information can be found at: <https://www.nols.org/employment/>.

Application Procedure: Application deadline is 4:00pm on Tuesday, May 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. 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.