



Position Available
External Recruitment

Public Services Librarian (Adult Services Focused)
Sequim Branch Library
Full Time (FLSA Non-Exempt)

Primary assigned location: Sequim Branch Library. May be assigned to work at other NOLS Facilities as needed.

Salary: Range 20: \$4,940.38 to \$6,005.07 per month. 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. Position is currently scheduled to work Tuesday-Saturday each week.

Union Represented Position: AFSCME, Local 1619L

About the position: Individuals assigned to this classification apply professional library knowledge to plan, implement, provide and support a wide array of library services, programs, and resources. Work includes responsibilities of a more complex and demanding nature in direct customer service, reference, research, programming, community engagement, training, library resource management, collection management, and other library service areas. Participates with leadership responsibility in coordinating system-wide teams, projects, and services. Work is performed under general supervision, in close collaboration with system-wide workgroups, staff, and managers.

Job duties include but are not limited to:

- Delivers high-quality, customer-focused services to diverse customers of all ages. Will be assigned to spend a majority of work time serving specific audiences such as youth, teens, and adults.
- Conducts complex reference interviews and provides readers' advisory, research services and instruction in person, online and other various formats;
- Performs collection management duties for materials and resources in various formats;
- Plans, prepares and presents library programs and events;
- Develops and participates in community outreach activities and presentations;
- Interprets, communicates and applies the Library's policies and procedures; addresses and assists in resolving customer concerns, incidents, and complaints;
- Provides courteous, helpful, and efficient service to customers by checking out materials, issuing library cards, placing holds, accepting payments and answering questions about accounts;
- 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 with training for library staff;

- Assists in the development of policies and procedures that advance the library's priorities and strategic initiatives;
- Collects statistics and other data and prepares reports as required;
- Develops, prepares and evaluates displays, exhibits, bulletin boards and signage;
- Recommends and participates in the development and implementation of operational improvements and innovative approaches to service delivery;
- Seeks grants to support new programs and services; develops grant proposals and implements grant programs;
- Stays abreast of trends and best practices in librarianship and library technology and participates in continuing education as appropriate;
- Provides leadership and actively participates in committees, work groups and special assignments;
- May supervise volunteers;
- Serves as a representative of the Library to outside agencies, community groups, and the general public; establishes and maintains positive community relationships;
- Drives NOLS vehicle to NOLS libraries and other locations to perform duties;
- 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:

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

Knowledge and Skills Required:

- Knowledge of current and emerging library trends, services, technologies and practices;
- Knowledge of equity, diversity, and inclusion in library and outreach settings;
- Familiarity with public library operations, programs, and services;
- Library programming and outreach skills;
- Research skills and demonstrated prior experience with online researching;
- Project planning and management;
- Budget development and management;
- Standard workplace computer applications, office equipment and technology;
- Strong customer service attitude;
- Strong verbal and written communication skills.

Compensation: Full time position (37.5 hours per week). Range 20: \$4,940.38 to \$6,005.07 per month. 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.

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.

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.

Application Procedure: Application deadline is 4:00pm on Friday, May 29, 2026. 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. 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.