NOLS
NORTH OLYMPIC
LIBRARY
SYSTEM

Position Available
External Recruitment

Public Services Specialist
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 11: $3,184.62 to $3,870.92 per month. Appointment may be made at any step, dependent on experience and qualifications. After contract negotiations with the Union in the fall of 2026, any negotiated adjustments to employee salary ranges and benefits will take effect in 2027.

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

Union Represented Position: AFSCME, Local 1619L

Summary of Position Responsibilities: Individuals assigned to this classification provide a wide array of customer services to library patrons. Work is performed under general supervision.

Examples of Essential Job Functions:

- Provides courteous, helpful, and efficient service to customers by checking out materials, issuing library cards, placing holds, accepting payments and answering questions about accounts;
- Responds to routine patron requests for materials, service and information and appropriately refers more complex queries;
- Provides readers advisory services;
- Checks in, sorts and shelves returned materials; processes holds; and shifts material;
- Assists and instructs patrons in the use of library equipment;
- Assists and instructs patrons in the use of computer interfaces and applications;
- Collaborates with colleagues to insure coordinated and effective daily operations;
- Recommends and participates in the development and implementation of operational improvements;
- Performs tasks that support collection management activities as directed;
- Prepares and presents programs and events under the guidance of Manager or Librarian
- Processes cash collections daily;
- Creates displays and signs, maintains bulletin boards;
- Makes minor repairs to library materials;
- Opens and closes the NOLS facility;

- Assists with making and managing meeting room bookings and maintaining meeting room schedules;

- Collects statistics and other data and prepares basic 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 Required:
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;
- Some work experience in customer service.

Knowledge and Skills Required:

- General familiarity with public libraries and library services;
- Standard office equipment and technology, such as computers, phones and online software;
- 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 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 weekends).
- 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.

Compensation: Full-time position (37.5 hours per week). Salary range 11: $3,184.62 to $3,870.92 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; 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 benefits information can be found at: https://www.nols.org/employment/.

After contract negotiations with the Union in the fall of 2026, any negotiated adjustments to employee salary ranges and benefits will take effect in 2027.

Application Procedure: Application deadline is 4:00pm on Friday, November 20, 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, and incomplete applications will not be considered.**

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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.