



Position Available
External Recruitment

On-Call Public Services Assistant
Clallam Bay Branch Library and Forks Branch Library
(Non-Union, FLSA Non-Exempt)

Primary Assigned Location: Clallam Bay Branch Library **and** Forks Branch Library. May be assigned to work at other NOLS Facilities as needed.

Hourly Rate: Range: 8.5: \$17.35 to \$21.09 per hour.

Schedule: Position is not scheduled for regular hours. Hours will average 5-15 per week. On-call work hours will vary and include evenings and weekends.

About the Position: Individuals assigned to this classification perform selected tasks that support circulation, customer service, and other library services. Work is performed under general supervision.

Job duties include but are not limited to:

- Checks in, sorts and shelves returned materials;
- Processes holds;
- Provides courteous, helpful, and efficient service to customers by checking out materials, issuing library cards, placing holds, and answering questions about accounts;
- Responds to routine patron requests for materials, service and information and appropriately refers more complex queries;
- Assists and instructs patrons in the use of library equipment;
- Makes minor repairs to library materials;
- Performs clerical tasks that support collection management activities;
- Assists with creation of displays, bulletin boards, and signs;
- Assists other staff with opening and closing of the facility;
- Assists other staff with preparing and presenting programs;
- Maintains work and public areas in a safe, clean and orderly condition;
- 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:

- Two years of high school;
- Relevant clerical, administrative, or customer service experience.

Knowledge and Skills Required:

- Familiarity with standard workplace computer applications and equipment;
- Principles of alpha numeric filing systems;
- Ability to maintain attention to detail while conducting repetitive tasks;
- General familiarity with public libraries and library services;
- 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 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; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards.
- OCCASIONAL 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.

Salary and Benefits: Range: 8.5: \$17.35 to \$21.09 per hour. There are no insurance or leave benefits associated with this position, except for sick leave accrual in accordance with Washington State Initiative 1433.

Application Procedure: Position is open until filled. Required application materials for this position include a current NOLS application, a cover letter explaining why you are the best candidate for this position, and written responses to the supplemental application questions. 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 supplemental questions) 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 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.