



The North Olympic Library System invites you to consider the position of **West End (Forks & Clallam Bay) Community Outreach Specialist**

North Olympic Library System

The North Olympic Library System (NOLS) is a junior taxing district serving all of Clallam County, Washington. The system includes the Main Library, Administration, and Outreach Department in Port Angeles, and branches in Clallam Bay, Forks, and Sequim. In late 2023, NOLS launched a Bookmobile service. NOLS is heavily involved in community engagement and partnership activities throughout the county. NOLS staff currently consists of 61 FTE, annual circulation is about one million, and the 2026 operating budget is just over \$7.3 million.



About the Position

The Community Outreach Specialist applies professional library knowledge to plan, provide and support a wide array of services and programs for library patrons, including outreach, Bookmobile services, 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. This specific position is assigned to work on the west end of Clallam County.

In this recruitment, NOLS is particularly, but not exclusively, interested in reviewing applications from candidates who have skills, experience, or professional enthusiasm in the following areas:

- Assisting with creation and deployment of varied community engagement activities for all ages;
- Developing innovating and inclusive services for rural communities;
- Working with Spanish-speaking communities and Native nations;
- Collaboration and communication with system-wide teams;
- Routinely driving and operating a bookmobile or sprinter van-like vehicle over long distances.

Examples of Essential Job Functions

Work performed may include, but is not limited to, the following activities:

- 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

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Typical education and experience would be:

Education, Experience, and Certifications:

- 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.



Salary, Benefits, and Schedule

Full time position (37.5 hours per week). Salary range 13: \$3,511.04 to \$4,267.69 per month. Appointment may be made at any step, dependent on experience and qualifications.

The benefits package includes:

- 5 days paid personal leave per year;
- 15 days paid vacation leave per year (increases after 4, 9, and 15 years of service);
- 11 paid holidays per year;
- 12 days paid sick leave per year;
- PERS retirement plan and Social Security;
- Medical insurance coverage available for employee with dependent coverage option by payroll deduction (2026 employee portion toward the total premium for subscriber-only coverage is between \$0 and \$52.35 per month);
- Dental insurance coverage available for employee with dependent coverage added at no extra cost (2026 employee portion toward the total premium is \$2.86 per month);
- \$1750 annually for 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.
- Travel stipend of \$40 per month.
- Bilingual pay stipend of between \$40 to \$80 per month, if applicable.

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.

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.

About Clallam County

Clallam County has a population of about 75,000 people. It is located on the Olympic Peninsula of Washington. It consists of 2,670 square miles and stretches across the northern tier of the Peninsula from Cape Flattery, the westernmost point on the continental United States, to Discovery Bay. It is bounded on the north by the Strait of Juan de Fuca and on the south by the Olympic Mountains. The “West End” of Clallam County includes the towns of Forks, Clallam Bay, La Push and Neah Bay.

The county includes miles of unspoiled coastline, spectacular mountains and much of Olympic National Park, vast forests including temperate rain forests, and acres of farmland, including Sequim’s famous lavender fields. Recreational opportunities abound, including hiking, camping, bicycling, birding, kayaking, golf and cross country skiing. Native American tribes include the Jamestown S’Klallam Tribe, the Lower Elwha Tribe, the Quileute Tribe and the Makah Tribe. The Seattle metropolitan area is approximately three hours away. The charming city of Victoria, British Columbia is a short ferry ride from Port Angeles.



HOW TO APPLY

Applications will be accepted until the position is filled. Priority consideration will be given to applications received by **4PM ON WEDNESDAY, AUGUST 19, 2026.**

Required application materials for this position include:

- ☐ Completed [NOLS application form](#) (references will not be contacted until mutual interest is established);
- ☐ Cover letter explaining your interest in working for NOLS and summarizing the skills and abilities that make you a top candidate;
- ☐ Current resume.

All materials must be included in order for application to be complete. Incomplete applications will not be considered.

SUBMIT APPLICATIONS BY EMAIL TO HR@NOLS.ORG.

To avoid firewall submission problems, please use simple file names that do not include any hyphenation or extra periods.

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.

