On-Call Circulation Assistant
Forks Branch Library or Clallam Bay Branch Library
(Non-Union, FLSA Non-Exempt)

**Primary assigned work location:** Individuals hired for this position will be given a primary assignment to the Forks Branch Library or the Clallam Bay Branch Library. Applicants should indicate their preferred work location(s) in the application cover letter.

**Starting Salary:** Minimum Wage Position

**Schedule:** Position is not scheduled for regular hours. On-call work hours will vary and include evenings and weekends.

**About the positions.** Individuals assigned to this classification perform selected tasks that support circulation 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;
- Reads shelves for accuracy;
- Performs clerical tasks that support collection management activities;
- Assists with creation of displays, bulletin boards, and signs;
- Assists with opening and closing of the facility;
- Provides support and assistance to staff preparing and presenting programs;
- Maintains 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.

**The ideal candidate will have the following combination of education, experience, knowledge and skills:**
- Two years of high school; and
- Relevant clerical, administrative, or customer service experience.
- 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; and
- 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:** Minimum Wage Position. 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, with first consideration given to applications received by 4pm on Friday, September 10, 2021. Required application materials for this position include a current NOLS application and a cover letter explaining why you are the best candidate for this position. Please also indicate preferred work location. 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 and application) 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.