

JOB POSTING

POSITION: Assistant Branch Manager – Lynden Library

DEPARTMENT: Public Services

- RESPONSIBILITIES:** Assists the branch manager in overseeing the operations of the branch library, assists patrons by providing a high level of customer service in a complete range of patron services including reference and readers' advisory services, and supervises page and custodial staff. **Essential functions include:**
- **Patron Services:** provides readers' advisory, reference, requests, patron registration, check-in and check-out services and assistance to patrons of all age levels; assists patrons with the computer catalog, internet use, reference sources, indexes and other digital resources; explains library policy and procedures to patrons and library staff, and resolves related questions and concerns.
 - **Staff supervision:** develops and guides staff toward the highest standards of customer service; supervises staff and evaluates performance of pages and custodians; oversees the selection, training, performance appraisal and recognition, discipline and professional development of assigned staff.
 - **Community outreach:** together with the branch manager, initiates, develops and maintains effective working partnerships with Friends, schools, volunteers, business and civic groups; directs the work of library volunteers;
 - **Branch operations:** assists the branch manager in ensuring that patrons receive the best library service and that the branch is functioning efficiently and in accordance with the Library's mission, administrative policies and procedures; assumes overall responsibility for the smooth operation of the branch, including directing the work of all other branch employees, whenever the branch manager is absent; serves as a resource to other branch staff.
 - **Facility oversight:** ensures that the building is safe and secure and that it is opened and closed on time; conducts minor maintenance and repair to building fixtures and library equipment; coordinates larger repairs, maintenance and projects with the building owner (city of Lynden).
 - **Promotes core Library values:** supports intellectual freedom; shares responsibility for how library is perceived by the staff and the public; provides leadership to the Library through collaborative problem solving.

- QUALIFICATIONS:**
1. Associate's Degree (Bachelor's degree preferred).
 2. Three years or more relevant experience; including knowledge of reference and reader's advisory services, and literature for children, teens and adults. Experience working with all age groups.
 3. Strong supervisory skills with a demonstrated ability to create a positive work environment for staff, and evidence of ability to build a cohesive team.
 5. ***Equivalent knowledge, skills, technical training, education, and/or experience will be considered.***

Work requires considerable physical effort in the handling of materials up to 30 pounds and/or continual standing or walking 60%+ of the time. New employees are subject to a CRC (criminal records check) per RCW 43.43.832.

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LOCATION: Regular hours at the Lynden Library, located in Lynden, Whatcom County, Washington. Perennially recognized by the national media as one of the best places to live in America, Whatcom County is a place that truly has something for everyone. With magnificent natural scenery, skiing and snowboarding at Mt. Baker, hiking, arts and theatre, and charming communities, Whatcom County is a unique area of Washington State. Learn more about the Lynden area: <http://lynden.org/>.

UNION: Membership in AFSCME, AFL-CIO Local 1581 required commencing not more than 30 days after employment, *according to the terms and conditions described in the current bargaining agreement.*

SCHEDULE: 40 regular scheduled weekly hours, including evening and weekend shifts. Regular schedule is generally Tuesday through Saturday. Successful candidates may be required to adapt to future schedule changes depending on library needs.

COMPENSATION: \$3,788 per month with excellent benefits including Social Security, retirement, long-term disability insurance, medical, dental and optical insurance; paid vacation and sick leave, EAP, and a fun and innovative work environment that values the contributions of our employees.

POSTING DATES: Tuesday, 01/03/17 to Saturday, 01/21/17

APPLICATION: Submit a completed WCLS Application Packet* by 5:00 pm on Saturday, 01/21/17 to:

Lynden Library
216 4th Street
Lynden, WA 98264
Attn: Dianne Marrs-Smith, Branch Manager

Phone: (360) 354-4883

Email: assistantmanager@wcls.org

*** APPLICATION PACKETS MUST INCLUDE:**

- Completed [WCLS Employment Application](#) (available at the address above, any branch library, or online at www.wcls.org)
- Résumé and cover letter that illustrates your education and experience
- Answers to [supplemental questions](#)

JOB BEGINS: As soon after hiring as possible.

SELECTION: Selection criteria may include the contents of the application, an oral interview and skills test. Selection of applicants for further consideration and/or possible testing will be determined by the information supplied by the applicants on their applications and accompanying documents. It will be the responsibility of the applicant to supply sufficient information and detail on the application to permit WCLS to properly determine the applicant's qualifications, abilities and attributes as they relate to the listed position. Interviews will be scheduled ONLY with best qualified applicants, based upon applications, resumes and other documents received, and test results. Applicants who need accommodation during the application, testing or interview process should contact Human Resources.