



JOB POSTING

POSITION: Branch Manager – Island Library

DEPARTMENT: Public Services

RESPONSIBILITIES: Directs all branch operations and assists patrons by providing reference and reader's advisory services and community referrals. **Essential functions include:**

- **Public Services:** develops, delivers and continually evaluates and improves services for a diverse population. Coordinates branch services with the Whatcom County Library's system-wide priorities and resources. Provides reference and other public services including outreach. Participates in system-wide project teams.
- **Staff supervision:** develops and guides staff toward the highest standards of customer service. Supervises staff and evaluates performance. Oversees the selection, training, performance appraisal and recognition, discipline and professional development of branch staff.
- **Community outreach:** initiates, develops and maintains effective working partnerships with Friends, schools, volunteers, business and civic groups. Identifies emerging needs for new library services and sets goals and priorities accordingly.
- **Branch operations:** Makes recommendations to the Friends of the Island Library (building owners) to ensure that the building and grounds are adequately maintained. Coordinates branch operations with other departments including Facilities, Information Technology, Collection Services, and Administrative Services. Ensures the branch collection is balanced and current.
- **Branch administration:** assists with developing branch budgets and monitoring expenditures. Oversees staffing and adherence to Library's mission, administrative policies and procedures. Serves as a resource to other branch staff.
- **Promotes core Library values:** supports intellectual freedom. Assumes responsibility for how library is perceived by the staff and the public. Provides leadership to the Library through collaborative problem solving.

- QUALIFICATIONS:**
1. Bachelor's degree.
 2. Five 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 with varying degrees of experience and responsibilities, and evidence of ability to build a cohesive team.
 4. Evidence of successful experience with community partnerships.
 5. **Equivalent knowledge, skills, technical training, education, and/or experience will be considered.** For example, experience working in the service or retail industries in a supervisory capacity may be considered equivalent.

Work requires considerable physical effort in the handling of materials up to 30 pounds and/or continual standing or walking 80%+ of the time. New employees are subject to a CRC (criminal records check) per RCW 43.43.832.

LOCATION: Regular hours at the Island Library, located on Lummi Island, Whatcom County, Washington; with one 4-hour shift per week worked at the Ferndale Public Library, located in Ferndale, WA. 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

The library is an *EQUAL OPPORTUNITY* employer. All qualified applicants will receive consideration without regard to race, ethnicity, religion, color, age, gender, marital status, sexual orientation, gender expression or identity, status as an actual or perceived victim of domestic violence, sexual assault, or stalking, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability, honorably discharged veteran or military status, or any other legally protected class.



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and snowboarding at Mt. Baker, hiking, arts and theatre, and charming communities, Whatcom County is a unique area of Washington State. Learn more about Lummi Island: <http://www.lummi-island.com/>.

UNION: This position is represented by AFSCME, AFL-CIO Local 1581

SCHEDULE: 25 regular scheduled weekly hours: Tuesday – 1:30 to 8:15 pm, Wednesday – 12:00-4:00 pm (at Ferndale Library), Thursday – 1:30 to 8:15 pm, and Saturday – 9:45 am to 5:15 pm, with additional hours for meetings, trainings, and other similar activities. *Additional hours may be available on a substitute basis at other WCLS libraries in the Public Services Assistant classification and pay rate.* Successful candidates may be required to adapt to future schedule changes depending on library needs.

COMPENSATION: \$23.32 per hour, 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: **Wednesday, 12/19/18 through 8:00 pm, Tuesday, 01/22/2019**

APPLICATION: Submit a completed WCLS Application Packet* to:

Michael Cox, Deputy Director
Whatcom County Library System
5205 Northwest Drive
Bellingham, WA 98226
Phone: (360) 305-3602
Email: branchmanager@wcls.org

*** APPLICATION PACKETS MUST INCLUDE:**

- Completed [WCLS Employment Application](#) (available at the address above, any branch library, or online at <https://www.wcls.org/work-with-us/>).
- Résumé and cover letter that illustrates your education and experience.
- In two pages or less, please describe your experience in personnel management with specific reference to the following activities:
 - Team building
 - Managing conflict
 - Leading staff through change

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.

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