



# JOB POSTING

**The Whatcom County Library System values diversity and inclusion and we are interested in hiring candidates that are representative of the communities and patrons we serve.**

**POSITION:** PAGE – BLAINE LIBRARY

**DEPARTMENT:** Public Services

**POSTING DATES:** MONDAY, 6/6/2022 TO THURSDAY, 6/30/2022

**PAY RATE:** \$14.5769/per hour; additional \$0.30 per hour Bilingual Pay premium available for employees who pass a language assessment in ASL, Punjabi, Russian, Spanish, or Ukrainian

**WORKING HOURS:** Average of 14.25 regular weekly hours, plus additional unscheduled hours up to a total of 1,222 hours annually, to substitute for absent staff at all WCLS libraries, including evening and weekend hours. Regular schedule: Tuesday – 3:30 pm to 8:15 pm, Wednesday – 3:30 pm to 8:15 pm and Thursday – 3:30 pm - 8:15 pm. *Successful candidates may be required to adapt to future schedule and/or worksite changes depending on library needs.*

**LOCATION:** Regular hours at Blaine Library; substitute hours at Blaine and other libraries

**DUTIES:** Sorts and shelves books and other library materials alpha/numerically; performs shelf reading and reorganizes shelves for correct location of materials and attractive appearance of shelves; performs minor repairs on books and library materials; assists patrons with basic circulation tasks; and other similar duties.

**QUALIFICATIONS:** Ability to gain working knowledge of Whatcom County Library System’s policies and procedures; ability to act as a representative of Whatcom County Library System to the public and uphold intellectual freedom standards; ability to perform alpha/numeric filing accurately; ability to learn and utilize the Dewey Decimal System; ability to check materials in and out on the circulation system; ability to establish priorities and organize workload; ability to maintain tact, courtesy, confidentiality, and strict discretion in dealing with the public; ability to maintain a pleasant and productive working atmosphere. Work requires considerable physical effort in the handling of materials up to 30 pounds and/or continual standing or walking 90%+ of the time. Requires the ability to speak and understand English. Must be 16 years or older to apply. ***New employees are subject to a CRC (criminal records check) per RCW 43.43.832.*** The Whatcom County Library System expects all employees to indicate their COVID-19 vaccination status and provide proof of COVID-19 vaccination when vaccinated. In the event that state or federal mandates necessitate such measures, staff may be required to submit COVID tests, wear a mask, practice proper sanitation, and any other COVID mitigation practices deemed appropriate now or in the future.

**APPLICATION:** Submit a completed [WCLS Employment Application](#)\* along with a [Supplemental Questionnaire](#) via email, mail, or hand delivery by 5:00 PM THURSDAY, 6/30/2022 to:

Blaine Library  
610 3<sup>rd</sup> Street  
Blaine, WA 98230

**Attn:** Jonathan Jakobitz, Branch Manager **Email:** [blainepage@wcls.org](mailto:blainepage@wcls.org) **Phone:** (360) 305-3637

*\* Résumés and cover letters are optional, unless requested, and will not be accepted as a substitute for a completed WCLS Employment Application. Application forms are available at [www.wcls.org](http://www.wcls.org) to print, fill out and mail in, or at the above address, or at any Whatcom County Library branch.*

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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**JOB BEGINS:** As soon after hiring as possible

**SELECTION:** Selection criteria may include the contents of the application, an oral interview, and a 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, résumés and other documents received, and test results. Applicants who need accommodation during the application, testing or interview process should contact Human Resources.