



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: PUBLIC SERVICES ASSISTANT – EVERSON LIBRARY

DEPARTMENT: Public Services

POSTING DATES: MONDAY, 6/6/2022 TO TUESDAY, 7/5/2022

PAY RATE: \$17.8277 per hour (Pay Level 7); additional \$0.30 per hour Bilingual Pay premium available for employees who pass a language assessment in ASL, Punjabi, Russian, Spanish, or Ukrainian.

BENEFITS: Social Security, retirement, long-term disability insurance, medical, dental, and vision insurance; paid vacation and sick leave, EAP, and a fun and innovative work environment that values the contributions of our employees.

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

SCHEDULE: Forty (40) regular scheduled weekly hours, including some evening and weekend shifts. Regular schedule will typically be Tuesday through Saturday, and include shifts from 9:30 AM-5:30 PM or 12:15 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 the Everson Library, 104 Kirsch Drive, Everson, WA 98247. May sub at other WCLS branches.

DUTIES: Assists patrons at library branches by providing a high level of customer service in a complete range of patron services. Accesses information through the use of the electronic catalog and other library tools. Promotes the library, provides age-appropriate reference and readers' advisory, checks materials out, maintains the security of the library, and performs similar tasks as required.

QUALIFICATIONS: Excellent interpersonal skills required: ability to communicate effectively and appropriately with people from diverse backgrounds, and work harmoniously with the public and other staff members is essential. An interest in popular culture. A belief that anyone can become a reader at any age. A sense of humor. A passion to learn new things continuously. Ability to gain working knowledge of Whatcom County Library System's policies and procedures; ability to uphold intellectual freedom standards. Attention to detail, competent use of technology resources, and keyboarding skills required. Requires the ability to speak, understand, and write English clearly and concisely. Requires Associates Degree and one or more years of relevant experience; or equivalent training, education and/or experience. Requires physical and visual ability to utilize reference sources and to manipulate equipment. Work requires considerable physical effort in the handling of materials up to 30 pounds and/or continual standing or walking 90%+ of the time. 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 wear a mask, submit COVID tests, practice proper sanitation, and any other COVID mitigation practices deemed appropriate now or in the future.

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.



APPLICATION: Submit a completed [WCLS Employment Application form](#)*, a [Supplemental Questionnaire](#), and your résumé and cover letter via email, mail, or hand delivery **by 5pm Tuesday 7/5/22** to:

Everson Library
104 Kirsch Drive
PO Box 250
Everson, WA 98247

Attn: Paul Fullner, Everson Branch Manager Email: paul.fullnerwcls@gmail.com

* Résumés and cover letters are required in addition to a completed WCLS Employment Application. Application forms are available at www.wcls.org to print, fill out and mail in, or at the above address, or at any Whatcom County Library branch.

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.

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