

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: Assistant Branch Manager – Ferndale 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:** assists Branch Manager to ensure 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 Ferndale).
- **Promotes core WCLS 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 years 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.
 4. **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.

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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. 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 test results, practice proper sanitation, and any other COVID mitigation practices deemed appropriate now or in the future.

LOCATION: Regular hours at the Ferndale Library, located at 2125 Main Street, Ferndale, in Whatcom County, 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 and snowboarding at Mt. Baker, the San Juan Islands, hiking, arts and theatre, and charming communities, Whatcom County is a unique area of Washington State. Learn more about the Ferndale area: <http://www.ferndale-chamber.com/>

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

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

COMPENSATION: Pay Level 14. Starting range in Pay Level 14: \$27.2483-\$28.8832 per hour Depending on Experience. Min wage in Pay level 14: \$27.2483 per hour- Max wage in Pay Level 14: \$38.1498 per hour.

COMPENSATION: Excellent benefits including Social Security, retirement pension options, long-term disability insurance, and medical, dental, and optical insurance available for employees and their families; All full-time employees shall accrue time off with pay in accordance with the accrual schedule, starting with 8 hours of vacation time per month and 8 hours of sick time per month, and 12 paid holidays per year (pro-rated in proportion to actual hours worked when less than 40 hours per week). All employees are eligible to utilize company provided Employee Assistance Program (EAP). WCLS offers voluntary optional benefits to all employees, such as deferred compensation program (DCP), and supplemental benefits through Colonial Life.

POSTING DATES: **Thursday, 01/19/23 to Thursday, 02/09/23**

APPLICATION: Submit a completed WCLS Application Packet* by **5:00 pm on Thursday, 2/9/23** to:

Ferndale Library
2125 Main Street
Ferndale, WA 98248
Attn: Alix Prior, Branch Manager
Phone: (360) 384-3647 **Email:** assistantmanager@wcls.org

*** APPLICATION PACKETS MUST INCLUDE:**

- Completed [WCLS Employment Application](#) (available at the address above, any branch library or at wcls.org)
- Résumé and cover letter that illustrates your education and experience
- In one page or less, please describe your experience in managing people.
- In one page or less, please describe what skills or experiences you bring to delivering library service to underserved communities.

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, or 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 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.