



# 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 (PSA) – EVERSON & SUMAS LIBRARIES**

**DEPARTMENT:** Public Services

**POSTING DATES:** THURSDAY, 05/19/2023 TO MONDAY, 6/12/2023

**COMPENSATION:** Pay Level 7 on WCLS Salary Structure. Starting wage in Pay Level 7: \$19.3609 -Maximum wage in Pay Level 7: \$27.1053 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.

**BENEFITS:** Sick time accrued one (1) hour of paid sick leave for every forty (40) hours worked in accordance with Washington State Paid Sick Leave Law RCW 49.46.210. 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.

**LOCATION:** Everson Library, 104 Kirsch Dr., Everson; and Sumas Library, 461 2<sup>nd</sup> St., Sumas

**WORKING HOURS:** Average of sixteen (16) 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 weekly schedule will be Mondays at Everson 9:30 am – 6:00 pm; and Saturdays at Sumas 9:45 am – 5:15 pm. *Successful candidates may be required to adapt to future schedule and/or worksite changes depending on library needs.*

**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 40 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 will comply with any pandemic related state or federal mandates 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.



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**APPLICATION:** Submit a completed [WCLS Employment Application form](#)\*, together with a [Supplemental Questionnaire](#) and your résumé and cover letter, via email, mail or hand delivery by **5:00 pm Monday, 06/12/2023** to:

Everson Library  
104 Kirsch Dr.  
Everson, WA 98247  
Phone: 360-966-5100

Or

Sumas Library  
461 2<sup>nd</sup> St.  
Sumas, WA 98295  
Phone: 360-988-2501

**Attn: Paul Fullner**, Everson and Sumas Library Branch Manager **Email:** [ev.supsa@wcls.org](mailto:ev.supsa@wcls.org)

\*Employment Application and Supplemental Questionnaire forms are available at [www.wcls.org](http://www.wcls.org), or at the above address, or at any of the Whatcom County Library branches.

**JOB BEGINS:** As soon as possible following selection.

**SELECTION:** Selection criteria may include the contents of the application, an oral interview and skills demonstration. 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.