



Orcas Island Public Library—Part-Time Position Available

Position Available: Library Associate

Schedule: 12 hours per week to start

Start Date: January 2018

Application deadline: **by December 29 for first consideration; open until filled.**

Starting pay: \$19.52 per hour

Job summary: regularly perform assigned activities supporting the operation of the Library. Provide information and other services within the Library for library users. As needed, oversee work of volunteers; staff the Library building alone when designated by the Library Director; and work both regularly scheduled and occasional substitute hours as needed during open hours of operation, including weekends and evenings. Also, perform a supporting role in maintaining computerized financial systems.

Required qualifications: the best combination of education, training, experience, motivation, and skills to perform the job effectively; ability to work well with library users and community organizations; ability to use a variety of print and online information sources in responding to library user needs; effective general computing skills, including the ability to use an integrated online library system; attend staff meetings and maintain effective working relationships with other library staff members.

Desired qualifications: knowledge of library practices, procedures, and techniques; library collection management experience; experience in providing information services; previous outreach activities; successful experience in offering services to the public; familiarity with the world of books and online resources; skill in using a variety of software applications such as MS Office and QuickBooks, the internet, and office networks; familiarity with using an integrated library system.

To apply: please submit a letter of interest and résumé. For more information, including a full Library Associate job description, visit our website at www.orcaslibrary.org; or contact Phil Heikkinen, Library Director, at 360-376-4985, or via email to pheikkinen@orcaslibrary.org.

Our library is located on beautiful Orcas Island, in the Puget Sound of Washington State, at 500 Rose Street, Eastsound, WA 98245. We are an equal opportunity employer.

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ORCAS ISLAND LIBRARY DISTRICT POSITION DESCRIPTION

TITLE: LIBRARY ASSOCIATE

Summary:

Regularly perform assigned activities in the operation of the Library or in providing specialized services within the Library to ensure efficient service to patrons; and/or the timely ordering, processing and distribution of print and non-print materials; and/or support for administrative functions of the Library. Work is normally performed under general supervision and in accordance with established policies, procedures and practices standard to the Library.

Reports to the Library Director

Scope of Responsibility:

Individuals assigned to this classification are typically responsible for providing specialized services within the Library involving maintenance of the Library collection or a portion thereof or reference services to patrons; and/or provision of administrative support. The position requires a comprehensive level of knowledge of applicable Library resources and services and relevant overall Library operations. Individual effectiveness is normally measured through periodic review of in-process work and completed work.

Examples of Responsibilities:

Responsibilities may involve any or all of the following activities directed toward optimizing service to Library patrons and circulation of the Library collection:

May make work assignments and direct work activities of assigned staff or volunteer staff members. May assist supervisor in selection, orientation and training of new staff or volunteer staff.

May be responsible for the operation of the Library building when designated by the Library Director.

Provide patron references services using the full range of the Library's resources.

Assist in maintaining identified areas of the collection so that these areas meet the needs of the Library's patrons. Accomplish regular rotation and weeding of these assigned collections in accordance with established policies and procedures.

Assist in the operation and maintenance of various tools for financial, informational, or other resources in support of library administration or provision of services to the public.

Participate in appropriate Library meetings, conferences, workshops, staff meetings, and seminars, as authorized.

Qualifications:

Requires physical ability and knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.

Requires a comprehensive level of experience and knowledge of applicable Library resources and services such as would be acquired in 2-3 years experience in similar work situations. Successful completion of a 2-year Library Technician curriculum at the community college level is desirable. Other appropriate experience or training will be considered.

Requires Washington driver's license and a driving record free of significant moving violations. Ability to bend, lift, and carry loads of up to 40 pounds.

Requires ability to establish and maintain working relationships with other staff, volunteer staff, patrons, vendors, Library Board, Friends of the Library and special interest groups.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

THE LIBRARY RESERVES THE RIGHT TO REVISE OR CHANGE THIS JOB DESCRIPTION, EITHER FORMALLY OR INFORMALLY AND EITHER ORALLY OR IN WRITING, AS NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

August 1990

Revised 10/2000, 1/2004, 12/2017