



Orcas Island Public Library—Position Available

Public Services Librarian for Adult Services

Schedule:

- 30 to 40 hours/week, negotiable, and depending on Library staffing needs at time of hiring
- Mon-Fri daytime, plus some evening hours and Sundays as scheduled, plus occasional substitute hours.

Start date: August 2020.

Application deadline: by July 30 for first consideration; open until filled.

Starting pay: \$24.39/hour, with benefits prorated based on % FTE.

Required qualifications: the best combination of education, training, experience, skills, and motivation to perform the job effectively, including:

- Effectiveness in working with adults and other library users
- Ability to work well with colleagues, library users, and community organizations
- Ability to use a variety of print and online information sources in responding to library user needs
- Ability to develop and manage adult collections in all formats
- Knowledge of library practices, procedures, and techniques
- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with assigned employees, other library staff, and the general public
- Facility with Microsoft Office applications

Desired qualifications:

- Library collection acquisition and management experience, especially with adult materials
- Experience in providing information services
- Previous outreach activities
- Experience as a member of a management team
- Demonstrated successful coordination of programs offered to the public
- Familiarity with integrated online library systems including searching, circulation, administration, reports, and cataloging
- Experience with interlibrary loan systems and procedures
- Website development experience is a plus

Principal job activities:

- Select, catalog, and manage the library's adult collections, including government documents and reference materials
- Administer the library's interlibrary-loan services
- Provide a variety of information services to library users using printed and electronic resources
- Organize and offer other library programs as appropriate, in partnership with other staff members
- Offer services and resources enhancing self-directed adult learning and career development
- Provide a variety of outreach services
- Offer reader's advisory services
- Participate as a member of the library's management team
- Perform some lead or supervisory responsibilities, especially with volunteers
- Assist with general front-desk duties and other activities such as materials checkin and checkout, and database maintenance
- Participate in the development and implementation of the library's long-range plan and budget
- Assist in promoting the library
- Attend staff meetings and take part in other library-related activities as appropriate.

Working Conditions:

- Work in an office environment
- Work at a public service desk
- Occasional travel

To apply: please submit a letter of interest, including a statement about your approach to adult public library services, and a resume. Applications may be submitted to the Library Director, with email preferred. Finalists will be required to fill out a Library Application for Employment.

For more information, visit our website at www.orcaslibrary.org; or contact Phil Heikkinen, Library Director, at 360-376-4985, or via email at pheikkinen@orcaslibrary.org.

Our library is located on beautiful Orcas Island, in the Salish Sea of Washington State, at 500 Rose Street, Eastsound, WA 98245.

We are an Equal Employment Opportunity Employer. Successful applicant must pass a post-offer/pre-employment criminal background, national sex offender and department of motor vehicle check.

07/16/20 PH