



Orcas Island Library

Part-Time Position Available

Position Available: Library Support Staff

Schedule: 12 hours per week (9 scheduled and 3 as substitute or for other activities, as needed); includes Saturdays and occasional Sundays.

Start Date: by December, 2018

Application deadline: by December 13 for first consideration; open until filled

Starting pay: \$16.98 per hour

Job summary: Provide information, checkout, and other services for library users; oversee work of volunteers; staff the Library building alone, once trained, when designated by the Library Director; work scheduled and substitute hours as needed during open hours of operation, including weekends and some evenings.

Required qualifications: the best combination of education, training, experience, skills, and motivation to perform the job effectively; ability to work well with colleagues, library users, and community organizations; ability to use, or to learn, an integrated online library system and a variety of print and online information sources.

Desired qualifications: specific knowledge of library practices, procedures, collections, and software applications; demonstrated successful experience in offering services to the public; familiarity with the world of books and electronic resources; experience with general office computer applications and networks.

To apply: please submit a letter of interest addressing the above qualifications, plus a summary of education and experience. For more information, including a Library Support Staff job description, visit our website; or contact Phil Heikkinen, Library Director, at 360-376-4985, or via email to pheikkinen@orcaslibrary.org. The Library will require finalists to fill out its Application for Employment form and provide employment references.

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. Successful applicant

must pass a post-offer/pre-employment criminal background, national sex offender and department of motor vehicle check.

11/27/18 PH