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POSITION: Library Associate (part-time)
WAGE: \$14.00-16.60 per hour
HOURS: 30 hours per week, includes evening and Saturday shifts
POSTING DATES: Application deadline July 29, 2017

Description:

The Library Associate position works in a collaborative environment to support library operations, staffing, and planning, which primarily involves providing effective, friendly service to customers.

Typical duties:

- Assists the library director in library operations and supervision of staff to provide effective and efficient customer service to library patrons
- Performs and supervises effective public services including providing readers' advisory and reference services
- Plans and effectively executes library programs for adults and computer literacy education
- Writes library column for the Concrete Herald, writes library e-newsletter, maintains Facebook page and other social media
- Performs effective library collection management appropriate for the needs and interest of the library's customers
- Assists with ordering and processing of library materials and maintenance of item records in library database
- Assists with ordering library supplies and maintaining supply inventories
- Supervises library operations in the absence of the library director, represents the library at various meetings, serves on work committees, and prepares reports on library operations as assigned

Qualifications:

Requires the ability to operate computer equipment and online databases, to supervise and direct work of assigned staff and volunteers, to analyze and apply information on customer needs and interest to the selection of appropriate materials, to speak and understand English and to communicate clearly and effectively in writing, and to work cooperatively and have favorable interpersonal relations with public and co-workers. Must be detail-oriented.

Knowledge of library materials and reference services, collection development principles and procedures, techniques and policies of sound staff supervision and development, and the general organization of a small, rural public library are desired.

This position requires a bachelor's degree, two or more years of relevant experience, strong task-management skills, and evidence of successful experience with community partnerships. Equivalent knowledge, skills, technical training, education and/or experience will be considered.

Application Process:

All applicants must submit a completed Upper Skagit Library Employment Application form, cover letter and resume. Applications may be submitted in person to the Upper Skagit Library, 45770B Main Street, Concrete, WA 98237, or may be emailed by deadline to info@upperskagit.lib.wa.us. Application forms are available at the library and also on our website at www.upperskagit.lib.wa.us.

The Upper Skagit Library District is an affirmative action/equal opportunity employer.