



Employment Opportunity

-Position Announcement-

Bainbridge Island • Downtown Bremerton • Kingston • Little Boston • Manchester • Port Orchard • Poulsbo • Silverdale • Sylvan Way

Kitsap Regional Library will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, gender, age, marital status, disability, political affiliations, or any other non-merit factor. Special accommodations and/or assistance will be gladly provided for any applicant with sensory or non-sensory impairments, upon request.

Check out our employment webpage at: www.krl.org

Position	Page, Port Orchard Branch	
Announcement Number	0807-30 N	
Hours	15 hours per week (.38 FTE, FLSA Non-exempt). Current schedule is Sunday 10:45-5:15, Tuesday 3:15-6:15, Friday 3:15-6:15, and Saturday 2:45-5:45. Note: May also be eligible for working extended hours to fill in for other staff members during vacations, sick leave, etc. Please note that scheduled work hours are subject to change at any time to meet the needs of the library.	
Salary	Starting salary is \$8.97 per hour. Compensation range is \$8.97 to \$11.80 per hour.	
Benefits	Pro-rated vacation and sick leave. Employee Assistance Program.	
Position open	Thursday, September 6 th , 2007	
Application instructions	<ul style="list-style-type: none">◆ KRL employment applications are required; cover letters and resumes are optional.◆ Applications hand delivered to the Administrative Services Office must be received by 4:00 pm on the closing date. Office hours are Monday through Friday, 10:00 a.m. to 5:00 p.m.◆ Mailed applications must be postmarked no later than the closing date.◆ Application materials may also be emailed to pallen@krl.org by the closing date and time. <i>Note: KRL is not responsible for email errors.</i>◆ Applications are available at each branch of Kitsap Regional Library and our website at www.krl.org.◆ Applications will be screened and interviews scheduled for applicants who best match the needs of this position.◆ Selected applicants will be contacted by phone to arrange interviews and employment testing.	
Deadline	4 p.m., Monday, September 17 th , 2007	
Position starts	As soon as possible	
Hiring Supervisor	Kathleen Wilson, Port Orchard Branch Manager	
Submit KRL application to	ATTN: Patti Allen, HR Specialist Kitsap Regional Library, Administrative Services Division 1301 Sylvan Way, Bremerton WA, 98310	<u>Contact information:</u> Phone: (360) 405-9102 Email: pallen@krl.org

POSITION PURPOSE:

Under general supervision sorts, shelves and retrieves library materials; packs and unpacks shipments of branch/departmental materials; processes shipments for circulation; performs varied clerical activities to ensure library materials are available for patron usage; provides patron assistance in locating specific collection materials, or directing them to specialists within the branch for assistance, and assists patrons in a variety of other ways.

ESSENTIAL FUNCTIONS:

- Retrieve, sort and shelve books and other library materials alpha-numerically; read and reorganize shelves for correct placement of materials; process newspapers; property stamp, list, shelve, and remove dated copies.
- Set-up, clear, take-down furniture, and efficiently maintains patron areas. Assist in preparing the library for opening or closing, including securing windows and doors; turn electronic equipment on or off; fill machines with paper. Perform minor service of library equipment such as replenishing paper, ink cartridges, clean monitors and clearing paper misfeeds. Straighten library materials to maintain an organized and orderly appearance.
- Assist with filling holds by searching shelves for requested items and using the automated circulation system to locate items. Process holds located.
- Check-in books and library material returns; empty book drops and process received shipments.
- Provide general assistance to patrons in the use of library equipment in the public services area; provide directional information, as requested.

OTHER FUNCTIONS:

- May assist in promoting programs, information, services and materials by setting up displays, as directed.
- May check out library materials, collect and receive fines, and issue new library cards on a relief basis at the circulation desk.
- May assist in mending books.
- May perform other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE:

Any combination of education and experience that demonstrates the ability to perform the essential job functions. Experience in a service-oriented environment preferred.

REQUIRED PHYSICAL ABILITIES:

- Requires ability to perform essential job functions, which include walking, talking, hearing, seeing, handling, grasping, manual dexterity, keyboarding and repetitive motion of hands/wrists, bending, reaching, stooping, twisting, balancing, kneeling, and squatting, sitting or standing for long periods of time.
- Must be able to sort, unpack, lift and maneuver up to 50 pounds regularly, and occasionally in excess of 50 pounds.
- Regularly requires the ability to push, pull and maneuver a loaded book cart (50 pounds resistance) on a regular basis, over an extended period of time.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to perform alphanumeric filing accurately; ability to learn and utilize the Dewey Decimal System.
- Ability to perform required data entry on a computer terminal or PC in an accurate and timely manner.
- Ability to communicate effectively, verbally and in writing, and to follow written or oral procedural instructions accurately.
- Ability to learn basic circulation functions on the automated system, and to provide courteous service to the public.
- Ability to interact positively with patrons and other library staff.
- Ability to establish priorities and organize workload.
- Ability to work independently for long periods of time and maintain concentration needed to accurately file and shelve library materials.
- Ability to work a varied schedule including evenings and weekends.