



Bellingham Public Library

Seeks a Professional Staff Member for
(due to a retirement)

Job #: 0620

Head of Reference and Reader Services

THE REGION

Bellingham is favorably located between Vancouver, British Columbia and Seattle, Washington. Home to Western Washington University, Whatcom Community College and Bellingham Technical College, the city sits on a large bay, with the Cascade Mountains as its backdrop and the San Juan Islands at its doorstep. Bellingham is the region's economic hub and the county seat of Whatcom County, an area of picturesque and productive farmland, forested hillsides, and small residential communities.

Bellingham is frequently recognized as one of the best places in the country to live, work and play. *Outside* magazine lists Bellingham among its "Top Ten Dream Towns" for the abundance of outdoor activities and its character, quality of life, low cost of living and high-tech jobs. *Money Magazine* and *Kiplinger's Personal Finance* have ranked Bellingham tops in places to retire.

Bellingham serves as the main economic, medical and transportation center for residents of the region. With high tech and other commercial businesses moving into the area, Bellingham exemplifies economic diversification, and the local economy remains strong.



Picture Lake & Mt. Baker



Our Mission

Bellingham Public Library shares the power of information, encourages the discovery of ideas, and promotes the joy of reading with all members of the Bellingham community.



**Salary Range: \$4231—\$5052/month
(Classification System & Salary Under Review)**

The Head of Reference and Reader Services plans and directs development and implementation of information and reader services, including responsibility for collection development. Directs the delivery of adult reference and information services, and readers advisory. As a member of the management team, this position assists the Director in overall management of the library and makes recommendations regarding budget, policy, services and personnel matters.

EXPERIENCE AND EDUCATION

- ALA accredited Masters Degree of Library or Information Science.
- Washington State Certification as a librarian at time of hire.
- Three years progressively responsible professional library experience.
- Two years of supervisory experience.
- Extensive customer service experience.
- Experience in collection development and readers' advisory.
- Public library experience preferred.

APPLICATION AND SELECTION PROCESS FOR THIS POSITION

Obtain applications from our web site: www.cob.org or www.bellinghampubliclibrary.org, 2nd floor of City Hall, 210 Lottie St., Bellingham, WA 98225 or (360) 676-6855, ext. 599. After a review of all application materials, the most highly qualified candidates will be invited for further assessment.

Submit the following:

- A completed City of Bellingham application form (available online at www.cob.org)
- Cover letter and resume
- Narrative description of your three or four major career accomplishments and your role in achieving them.
- Brief description of how you discovered our announcement.

Omission of the written response (separate from the resume and cover letter) will reduce the credit awarded for experience.

**For earliest consideration, submit materials by
5 pm, September 22, 2006**

Submit application materials to Human Resources Department, City of Bellingham, 210 Lottie Street, Bellingham, WA 98225. For additional information regarding these positions, please contact Lorna Klemanski, Human Resources Analyst, lklemanski@cob.org or (360) 676-6960.

THE LIBRARY

Location

Bellingham Public Library is located in Bellingham's civic center. The location makes it one of the community's favorite meeting and gathering places. An attractive small park lies between the library and city hall. The Fairhaven Branch is an historic 1904 Carnegie building. It provides library services and meeting space convenient to those who live in the south-end historic district.

Community Support and Service Levels

Bellingham Public Library (BPL) enjoys enthusiastic support from the community. It recorded nearly 700,000 visits in 2005, and there are currently 44,000 active borrowers and a budget of \$3.2M. BPL also serves borrowers from the Whatcom County Library System (WCLS) through a reciprocal borrowing agreement that allows all residents of Whatcom County to use the services and materials of any public library in the area. BPL collections include nearly 300,000 print and non-print items. BPL is among the nation's highest per capita in circulation for public libraries of its size, with nearly 1.2 million items circulated in 2005.

Patrons make extensive use of more than 50 public computer workstations, including several that are designated for Internet access. BPL participates in a statewide database licensing project which allows in-house and remote access to several subscription databases. Citizens with computer access connect to the library catalog and home page at www.bellinghampubliclibrary.org.

GENERAL INFORMATION

NOTE: *The provisions of this bulletin do not constitute an express or implied contract. Any provision contained herein may be modified and/or revoked without notice.*

Filing of Application: Carefully read the bulletin on the reverse of this page; note the minimum qualifications required and complete the attached forms as instructed. For full credit, be sure that responses to the Supplemental Questionnaire accurately reflect the qualifications documented on the application form. Attach additional pages if necessary. We recommend you include a cover letter and resume, however, a resume **does not** replace required application forms.

Closing Date: Applications may be filed in person or by mail. If mailed, they must be postmarked by the closing date shown on the announcement. If returned in person, the application must be returned to Human Resources at the address given in the bulletin by the time and date specified. Incomplete applications may be rejected.

Notification: Applicants will be notified of their score and status on our web site: www.cob.org, Employment, Applicant Status, generally within four weeks after the closing date.

Screening: Will be outlined in the specific job announcement.

Veteran's Scoring Criteria: Applicants for Civil Service positions who desire to claim veteran's scoring criteria must complete and submit the Veteran's Declaration section of the Applicant Data Information form and attach a copy of their DD-214 to their application.

EMPLOYMENT

Background Checks & Polygraph Tests: Candidates for some positions must pass police record background checks and/or polygraph (lie detector) tests.

Driving Records: Some positions may require candidates to have and maintain a valid Washington State driver's license and to submit a driving record abstract demonstrating a good driving record for the past three years prior to hire.

Drug Screening: Candidates for some positions must pass a pre-employment drug screen prior to hire.

Hours of Work: The normal work week is 40 hours, Monday through Friday, however some positions require weekend, rotating shift, holiday, or overtime work.

Salary Step Increases: Under existing salary plans, the City provides for a regular progression of salary increases.

Union Membership: Most positions are covered by a union; membership is required within 30 days of employment.

Civil Service Commission: Most positions are subject to the Bellingham Civil Service Commission. All new Civil Service employees are subject to a one-year probationary period. Positions at the Museum and Library, as well as supervisory, professional and non-represented positions are excluded from the Civil Service.

Smoke Free Workplace: The City of Bellingham is committed to a smoke-free environment. Job candidates must be able to operate effectively in this work environment.

Authorization to Work: Candidates who are offered employment are required to provide proof of their authorization to work in this country (proof of U.S. citizenship, permanent residence status or other employment authorization, and proof of identification -- photo ID). This requirement is to comply with provisions of the Federal Immigration Reform and Control Act.

Right to Review: Applicants who feel they have been treated unfairly or eliminated from consideration through illegal discrimination may contact the Human Resources Director to request review. If unsatisfied with the decision of the Human Resources Director, he or she may appeal the decision to the Civil Service Commission, or the Mayor as appropriate. Alternatively, applicants may file a claim of discrimination with the State of Washington Human Rights Commission (1-800-233-3247), or the US Government Equal Employment Opportunity Commission (1-800-669-4000).

City of Bellingham website: www.cob.org, employment
(360) 676-6960 or (360) 738-7363 fax

*The City of Bellingham and the Bellingham Public Library value diversity at all levels of the workforce.
People with disabilities needing assistance in the application or examination process call (360) 676-6960*