

**TITLE: LIBRARY DIRECTOR****STATUS: Exempt, salaried****Job Summary:**

The Library Director serves as chief executive of the Orcas Island Public Library, responsible for leadership, direction, stewardship, and administrative oversight of daily Library operations, special projects, and community relations. In consultation with the Library's Board of Trustees, develops an annual budget and provides direction and vision for the Library's future.

**Supervisory Relationships:**

Serves at the will of the five-member Library Board of Trustees appointed by the San Juan County Council. Hires and supervises all other Library employees and volunteers, directly or in the case of volunteers through delegation to subordinate employees where appropriate.

**Essential Job Functions:**

1. General Management: Plans, organizes, directs, and evaluates the work of the Orcas Island Library. Oversees management of day-to-day operations and customer service, personnel, collection materials, facilities, budget, and any capital projects.
2. Board of Trustees: Serves as chief executive officer to the Library Board of the Trustees. Prepares and presents complete and accurate background materials and reports for the Board concerning the operation, fiscal status, activities, and needs of the Library.
3. Personnel Management: Translates goals and objectives of the Library into appropriate staff assignments. Maintains up-to-date employee job descriptions; recommends and administers personnel policies. Ensures that written employee performance evaluations are completed annually. Encourages employee development by regular one-on-one mentoring and feedback sessions, and by providing opportunities for staff to attend professional workshops and conferences. Establishes and maintains a working environment conducive to positive morale, quality services, and innovation. Ensures compliance with all relevant San Juan County, State of Washington, and federal laws and regulations. Places value on and strives for diversity in hiring and creates an inclusive and equitable work environment.
4. Fiscal and Business Management: Facilitates the financial well-being of the Library by establishing cost control measures and monitoring fiscal operations. Projects tax revenues, grants, and donor funding in order to prepare an annual budget draft for

consideration by the Library Board of Trustees. Communicates the Library budget to employees. Performs long-range planning to facilitate growth and expansion, reflect changes in revenue, and support new Library services.

5. Strategic Planning: Works with the Board of Trustees, Library staff, and the community to develop long-range and short-range plans for Library services and collections, responsive to the needs and interests of the public. Directs and implements these plans via effective operating policies and programs.
6. Capital Projects: Plans and implements major and minor capital improvements projects in conjunction with the Board of Trustees. Works productively with architects, consultants, contractors, and other service providers. Responsible for oversight of ongoing maintenance of Library facilities.
7. Citizen Involvement and Communications: Provides for programs to disseminate information on Library programs and processes to enhance utilization of the Library and serve the community's diverse information needs. May make presentations to community boards, professional organizations. Develops and maintains professional contacts that further the interests of the Library and communicate its mission.
8. Policy Development: Develops, recommends to the Library Board, and oversees the administration of Library policies, procedures and guidelines. Maintains currency of policies and practices.
9. Program Development: Oversees all Library programs and projects. Coordinates programs and activities of the Library with other San Juan County libraries, the Washington State Library, and citizen groups.

**Additional Work Performed:**

10. Conducts research, works on special projects or programs or other related duties as assigned.

**Performance Requirements (Knowledge, Skills, and Abilities):**

Knowledge of:

- Professional library principles, practices, procedures, laws, and regulations.
- Prevailing management principles and practices as they relate to the administration of public libraries.
- Customer service, marketing, and public relations trends, practices, and principles.
- Principles and practices of general business management, including fiscal and budget management.
- Current and developing technologies in library settings.

Skill in:

- Interpreting community needs and interests as they pertain to planning library services.
- Motivating, directing, and supervising professional, paraprofessional, and clerical personnel in a manner conducive to achieving full performance and high morale.
- Team building and leadership.
- Establishing and maintaining effective working relationships with employees, Board members, County officials, community leaders, professional peers, and the public.
- Problem analysis and decision-making.
- Strategic planning, visioning, organizing, and time management.
- Verbal and written communication, with the ability to present ideas effectively.

Ability to:

- Plan, organize, prioritize, develop and implement a comprehensive coordinated library service program.
- Establish and maintain cooperative and effective working relationships with citizens and stakeholders, both internal and external.
- Execute strategic planning and marketing.
- Maintain high ethical and professional standards for conduct of public affairs.
- Maintain consistent and punctual attendance.

**Working Environment:**

Job duties are performed primarily within the Orcas Island public library. Flexibility to work evening and weekend hours and occasional daytime travel within the geographic region or overnight travel to professional conferences and training sessions required.

**Experience and Training Requirements:**

Master of Library Science (MLS or MLIS) degree from an American Library Association-accredited school.

Five years of progressively responsible professional Library experience including three years of management and administration experience in a leadership role preferred.

Demonstrated effective work with governing boards, community groups, and elected officials preferred.

Budget preparation and management experience preferred.

Public library experience preferred.

**Necessary Special Requirements:**

State of Washington Certification as Librarian by date of hire.

Employment contingent upon passing criminal convictions check and employment background check.

Requires authorization to legally work in the United States at the time of employment.

All employees and volunteers of Orcas Island Public Library are required to have completed vaccination against COVID and to comply with all public health requirements as mandated by San Juan County, State of Washington, and federal government health authorities.

August 2019

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