

Position Announcement: Supervisory Librarian

BACKGROUND: The Central Skagit Library District was formed by ballot initiative in 2012 and is in an exciting phase of development. With annual income of \$1.2 Million, the library district has a current service population of just over 15,000 and will gain another 10,000 in the coming months with the implementation of a library partnership model with the city of Sedro-Woolley. The library district will soon embark on the design of a modern library facility in the range of 10,000-13,000 square feet in the downtown business core. Visit www.centralskagitlibrary.org to view the community analysis and pre-design concept.



This candidate will play an integral part in executing current library services and creating new library services. The incumbent will also join a dedicated staff who will play an important role in the design of a modern library in this growing community.

Central Skagit Library District is seeking an energetic and highly self-motivated professional librarian who will work with the Director and staff to continue and expand upon the district's great work. The successful candidate must have proven leadership qualities, strong interpersonal and management skills, and demonstrated success in

developing and implementing adult programming and marketing. Must possess a collaborative mindset to work with the Library Director, staff, Friends and other community members to ensure the library's success.

GENERAL STATEMENT OF EXECUTIVE DUTIES: Responsible for administrative work involving a broad range of public library functions. Performs managerial duties related to personnel, library operations, technical services, etc. Reports directly to the Director and serves as acting Director of the library in the absence of the Director. This is an executive, professional level exempt, salaried position.

Highlights of the essential functions of the position:

- Authorized to participate in human resources duties, staff development, evaluations, supervision and training
- Independently plans and manages the day to day operations of public services (circulation, programming, etc.) in accordance with established guidelines and procedures and while maintaining appropriate documentation
- Participates in high-level administrative and financial duties and assists in preparing reports for Executive Director and Board of Trustee review
- Independently develops and maintains scheduling for dynamic library and bookmobile
- Recommends acquisitions, participates in cataloging when assigned
- Consults with executive management regarding technology, software and ILS deployment and maintenance
- Provides statistical reporting and analysis
- Plans, budgets, and carries out programs targeting adults and seniors
- Participates in recommending, planning and implementing adult collection development and maintenance
- Recommends and/or pursues grants to enhance library services
- Timely and appropriately instructs patrons in using library resources
- Provides reference and reader's advisory
- Directly supervises 2 or more employees (Librarians, Library Associates)
- Maintains confidentiality and a professional, effective working relationship with employees, patrons, vendors and Friends of the Library
- Performs other related duties as required

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is frequently required to use hands to handle, feel or operate objects, tools or controls and reach with hands and arms. Hand-eye coordination is

necessary to operate computers and various office equipment. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move objects up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

KNOWLEDGE, SKILL AND ABILITY: Must perform highly complex and varied tasks requiring independent knowledge and exercise independent discretion. Must be able to concentrate on fine detail with some interruption. Must be able to remember tasks/assignments given to self and others over long periods of time. Thorough knowledge of professional library principles, practices, methods and administration; thorough knowledge of reader's advisor, books, authors and reference resources; knowledge of office and bookkeeping practices; must be computer literate; must have thorough knowledge of computers (PC) and mobile devices; ability to deal harmoniously with others.

REQUIREMENTS: Master's Degree in Library and Information Science or equivalent; 3 or more years supervising public services or library branch.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.

COMPENSATION: \$3813 - \$5200 commensurate with education and experience.

BENEFITS: 100% paid health insurance (including vision and dental) for employee and family; participation in the Public Employees Retirement System; 8 hours vacation leave accrual per month; 2 hours of sick leave accrual per 40 hours worked; paid state holidays.

TO APPLY: submit cover letter and resume along with three references to admin@centralskagitlibrary.org or:

Central Skagit Library District
ATTN: Director
720 Metcalf Street, Sedro-Woolley, WA 98284.

Position open until filled.