

Position Title	Managing Librarian – Strategic Initiatives		
Working Title	n/a		
FLSA Status	Exempt	Job Code	
Band	MP4	Latest Revision	1/2019

General Purpose

Working independently with minimal guidance, this position develops, implements and oversees approved strategic initiatives for the District, including a comprehensive community engagement program that informs the District’s strategic plan. Develops and implements experiential learning programs that respond to identified District service priorities.

Illustrative Examples of Duties and Responsibilities

Coordinates, plans, implements and evaluates experiential learning programs that respond to the District’s service priorities as determined by the Public Services Managers.

Collaborates with the Public Services Managers and Operations Manager to allocate staff resources and to coordinate programs and services.

Evaluates and reports on emerging trends, services and products and potential initiatives that respond to identified community needs.

In collaboration with the Public Services Managers, identify and plan the successful transition of experiential learning initiatives into the regular District programming process.

Manages projects within scope of this position and develops implementation plans for approved initiatives.

May coordinate repurposing of existing library spaces for new public uses and assist in design of new public spaces.

May coordinate with the appropriate department to resolve issues pertaining to the physical spaces, equipment, publicity and materials for the programs.

Recommends budget for expenses and monitors expenditures for assigned initiatives and programs. May apply for grants to fund initiatives or programs; monitors grant expenditures and submits required reports.

Acts as liaison with other departments and divisions such as Information Technology and Communication for initiatives and interactive learning programs.

Interviews, selects, hires, and trains assigned staff; directs, plans, assigns and determines the manner of work performed. Provides effective direction to ensure objectives are met in a timely and efficient manner.

May develop effective partnerships with local civic organizations, schools, and other community groups that leverage District programs and services to meet community goals.



www.sclld.org
 Administrative Offices
 509.893.8200
 fax 509.893.8472

Airway Heights Library
 509.893.8250
 Argonne Library
 509.893.8260

Cheney Library
 509.893.8280
 Deer Park Library
 509.893.8300

Fairfield Library
 509.893.8320
 Medical Lake Library
 509.893.8330

Moran Prairie Library
 509.893.8340
 North Spokane Library
 509.893.8350

Otis Orchards Library
 509.893.8390
 Spokane Valley Library
 509.893.8400

Provides information and training to library staff on library policies and procedures, goals and objectives, as well as technologies and methodologies designed to enhance service, programs, and strategic activities.

Performs other related duties as assigned.

Supervision

Reports to: Operations Director

Supervises: May supervise assigned staff

Minimum Qualifications

Required:

- Master of Library & Information Science or equivalent
- Professional Librarian's Certificate issued by the Washington State Library (or its predecessor) as required by RCW 27.04.055.
- Five years recent professional level library experience required with at least two years recent experience in developing and implementing a comprehensive community engagement program.

The District may accept an equivalent combination of education and experience in lieu of the above requirements.

Three years recent employment as a Librarian with Spokane County Library District may substitute for the above experience requirements.

Preferred:

- Two years recent supervisory experience

Necessary Knowledge, Skills & Abilities

Knowledge of:

- Fundamental principles and practices of community engagement.
- Fundamental principles and practices of library program planning and implementation.
- Principles and practices of supervision, organizational development, and leadership management.
- Principles of intellectual freedom and open access.

Skill in:

- Use of computer systems and various software programs, including integrated library system (ILS), to access information.

Ability to:

- Train and direct the work of subordinate staff.



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- Communicate effectively both orally and in writing.
- Organize, implement, evaluate, and modify library service programs.
- Find and use resources to provide requested information.
- Use initiative, problem-solving skills, and sound judgment.
- Work quickly and accurately; follow directions and meet deadlines.
- Consistently demonstrate quality customer service behavior(s).
- Maintain confidentiality of customer information.
- Establish and maintain effective working relationships in a team environment.

Work Environment/Physical Demands

Work is performed primarily in a library environment. Work may be performed at offsite locations during library outreach activities. This position requires frequent public contact. Moderate stress may be encountered due to heightened library activities or intense member interactions. The noise level is usually moderate.

An individual performing the duties in this position may be required to sit or stand for long periods of time, lift or move up to 40 pounds and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or book truck.

Special Requirements

- Criminal background check required.
- Must have valid driver's license and required mandatory insurance when operating a privately owned vehicle for business purposes.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

The duties listed above are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



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