

# S P O K A N E   C O U N T Y   L I B R A R Y   D I S T R I C T

|                         |  |                           |                          |
|-------------------------|--|---------------------------|--------------------------|
| <b>Job Title</b>        | Strategic Initiatives Manager  |                           |                          |
| <b>Reports to</b>       | Executive Director   | <b>Supervises</b>         | N/A                      |
| <b>FLSA/WMWA Status</b> | Not eligible for overtime  | <b>Remote Work Status</b> | Eligible for remote work |
| <b>Revision Date</b>    | March 2025   | <b>Compensation Band</b>  | MP5                      |
| <b>Working Hours</b>    | While the District will make a good faith effort to maintain regular, predictable schedules, employees are expected to be available to work a variety of hours; working hours are subject to change and employees are scheduled according to the needs of the District which may include days, evenings, and weekends. |                           |                          |
| <b>Required</b>         | Background & driver license check  |                           |                          |

| <b>Job Overview</b>  |
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| Working autonomously in a complex environment, this position is responsible for development and oversight of District-wide initiatives and projects, as well as making recommendations to leadership regarding those initiatives and projects. |

| Qualifications  |   |
|---|---|
| The ideal candidate will be able to build relationships at all levels, have a post-secondary degree in project management, library science, or a related field, with three years of experience in coordinating large functional organization wide initiatives or projects and in the execution of projects, establishing partnerships and preparing information for presentations or discussions.<br>Project Management Certification preferred.<br>The District may accept an equivalent combination of education and experience in lieu of the above. |   |
| Ability to  | Gain knowledge of the District’s mission, programs, and objectives  |
|   | Interpret and apply rules and regulations   |
|   | Manage work and provide guidance to employees   |
|   | Make presentations and prepare reports  |
|   | Handle multiple project assignments and meet deadlines  |
|   | Organize and maintain records and files   |
|   | Gather and analyze data and prepare reports   |
|   | Travel to a variety of locations to perform work and/or attend work-related meetings and trainings  |
|   | Communicate effectively   |
|   | Interact in a professional and respectful manner with staff, customers, and external organizations, demonstrating positive customer service behaviors           |
|   | Use initiative, problem-solving skills, and sound judgement   |
|   | Model behavior for high levels of service   |
|   | Meet deadlines  |
|   | Interpret, apply, and support system wide policies, procedures, and services  |
|   | Exercise interpersonal sensitivity while working effectively with individuals of diverse cultures, interpersonal styles, abilities, motivations, or backgrounds |
|   | Analyze and use reasoning to logically solve problems and contribute to the solution of problems  |
|   | Work with and troubleshoot office machines, such as copiers   |
|   | Establish and maintain positive team relationships  |
| Knowledge of  | Coordinating and scheduling projects and special events   |
|   | Functions of non-profit organizations   |
|   | Project management principles   |
|   | Library services and resources  |
|   | Microsoft Office and other software applications  |
| Other   | Valid driver license and required insurance when operating a privately-owned vehicle for business purposes  |

**Job Duties**

*The duties listed 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*

Identifies, develops, and recommends initiatives and projects to Leadership Team

Develops and oversees implementation plans for approved initiatives, manages the budget for assigned projects and monitors expenditures

Plans and designates project resources.

Coordinates all project activities for identified strategic projects, ensuring continuity of the project vision.

Coordinates with other departments to facilitate project management, including the allocation of staff resources for project implementation.

Develops and maintains schedules and forecasting plans.

Establishes project goals and milestones, scheduling of timelines, follow-up, evaluation, and reporting.

Researches and analyzes data to establish benchmarks and make recommendations.

Works with cross-departmental teams to create documented processes, procedures, and systems to streamline operations to achieve maximum effectiveness.

Monitors process performance and recommends process improvements.

Coordinates with the appropriate department to resolve issues pertaining to the physical spaces, equipment, and materials for assigned projects.

Liaises with District staff, external organizations, contractors, and vendors to ensure smooth project progress.

Assesses issues that act as barriers to a team operating at maximum effectiveness.

Tracks and reports on project progress towards work and budget milestones, prepares and maintains necessary project documentation using project management tools such as tracking charts and project scheduling software. Creates and updates dashboards for leadership review.

Prepares and presents project communications for leadership presentations and/or discussions.

May collaborate with District staff to plan and coordinate the transition of strategic projects into the regular District programs and/or services.

Enforces the Code of Conduct.

Works to resolve internal and external customer issues effectively and with a customer-first mentality; refers to other departments or staff as necessary.

In addition, this position may:

- May assist in developing and implementing District-wide policies, procedures, operations and services.
- May act as liaison with other managers, divisions, and departments such as IT, Collection Services and Communication to provide resources and services for library customers.
- May act as liaison with other managers to provide regular updates to Library Supervisors, Managing Librarians and other frontline staff regarding proposed or ongoing programs, services, and activities that may impact library programs and service delivery.
- Respond to customer inquiries regarding library services and operations.
- Clean & disinfect common and shared work areas.
- Perform seasonal tasks such as shoveling snow and spreading ice melt.

Performs other duties as needed or as directed.

**Work Environment**

Work is performed in an office or library environment.

The noise level is usually low.

Work may be performed outdoors and exposure to extreme weather conditions may occur.



**Physical Demands**

An individual performing the duties in this position may be required to stand, walk, stoop, kneel, reach, bend, and/or crouch; lift, carry and/or grasp up to 40 pounds and/or push and/or pull objects weighing up to 200 pounds on a wheeled cart or hand truck.

**Psychological Demands**

Make decisions, learn new tasks, remember processes, maintain focus performing repetitive duties, communicate with customers and other staff, interact with or witness interactions with individuals who may be angry, hostile, experiencing mental and/or physical health issues.