

Position Title	Strategic Project Manager		
Working Title	n/a		
FLSA Status	Exempt	Job Code	
Band	MP4	Latest Revision	01/2020

### General Purpose

Working independently with minimal guidance, this position coordinates approved strategic projects for the District

### Illustrative Examples of Duties and Responsibilities

Manages assigned projects and develops implementation plans for approved initiatives.

Coordinates activities for identified strategic projects

Tracks and reports on project progress towards work and budget milestones

Prepares and maintains necessary project documentation

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

Coordinates the allocation of staff resources for project implementation.

Manages the budget for assigned projects and monitors expenditures. May apply for grants to fund assigned projects; monitors grant expenditures and submits required reports.

Coordinates with other departments to facilitate project management.

Assists in the preparation of project proposals and the formulation of project budgets and work plans

Assists in troubleshooting project processes and workflows and in resolving problems

Assists with project activities as needed

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 assigned projects.

May direct the work of District staff, as related to the strategic project.

As necessary, collaborates with District staff to plan and coordinate the transition of strategic projects into the regular District programs and/or services.

Performs other related duties as assigned.



www.sddl.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

## Supervision

Reports to: Operations Director; May report to other Leadership Team member or Manager, as project determines.

Supervises: May supervise temporary, project-related staff.

## Minimum Qualifications

### Required:

- Master's Degree in Library & Information Science, Project Management or equivalent
- Minimum of 5 years of experience in project planning and project management

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

### Preferred:

- Experience with project management in a library environment
- PMP project management certification, or equivalent

## Necessary Knowledge, Skills & Abilities

### Knowledge of:

- Fundamental principles and practices of project management.
- 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.

### Ability to:

- Maintain priorities across multiple projects
- Direct the work of subordinate staff.
- 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.



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## Work Environment/Physical Demands

Work is performed primarily in a library environment. Work may be performed at offsite locations. 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 and driver's license 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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