



## **Library Director Position Description**

### **POSITION OVERVIEW**

The Library Director serves as chief administrator of the Upper Skagit Library (USL). This role provides leadership in developing and implementing the Library's vision, goals, policies, and services, manages the Library's operations and resources, and ensures the Library remains responsive to the needs of the community. The Director is responsible for all operations of USL, including Human Resources, Facilities, Finance, Information Technology, Communication, and Public Services.

The Director reports directly to the Library Board and is responsible for ensuring the Library's ongoing excellence, accountability, and growth.

### **MISSION**

The Upper Skagit Library empowers our community by creating opportunities, fostering connections, and providing resources, while committing ourselves to the highest standards of librarianship.

### **ESSENTIAL DUTIES**

#### **Strategic Planning and Board Support**

- Communicates regularly with the Library Board, providing updates on operations, achievements, challenges, and strategic initiatives.
- Advises the Board regarding policies necessary for a district library. Ensures all Board meetings comply with the Open Meetings Act and official records are maintained according to the State's Records Retention Schedule.
- Guides the development of the Library's long-range and strategic planning and evaluates the progress and outcomes.
- Reviews and develops policies for Board approval and ensures implementation of procedures.

- Provides the Board with regular financial reports and recommendations regarding fiscal and operational needs.
- Maintains current knowledge of existing and proposed state and federal laws and regulations affecting USL and informs the Board of potential impacts.

### **Human Resources**

- Responsible for the hiring, onboarding, training, retention, promotion, discipline and termination of USL personnel consistent with approved personnel policies, rules and regulations. Conducts periodic performance reviews.
- Administers all benefits for USL employees, including Public Employees Retirement System (PERS) contributions and health insurance enrollment.

### **Supervision and Leadership**

- Directs, mentors, coaches, and evaluates direct supervisees. Provides regular one-on-one meetings with direct reports.
- Ensures effective communication and collaboration across the organization, including facilitating regular all-staff meetings.
- Promotes a culture of collaboration, inclusivity, and professionalism at the Library that ensures that all patrons and staff feel welcome.

### **Facilities**

- Ensures the Library building, equipment, and furnishings are safe, meet ADA requirements, and are in good repair.
- Schedules regular building maintenance and cleaning, as well as addresses unscheduled repairs.
- Assesses the adequacy of existing facilities.

### **Finance**

- Develops and administers USL's annual budget. Works to develop accurate forecasts of revenue and expenditures for Board members and the general public.
- Recommends reallocation of resources as needed.
- Ensures the Board is provided with the information necessary to meet its fiduciary responsibilities, including regular financial updates.
- Works with the Skagit County Auditor's Office and library staff to ensure effective transmittal of accounts payable and payroll files.
- Serves as USL's investment officer by managing contributions and withdrawals to funds held in the Skagit County Investment Pool.
- Identifies, develops, tracks, and administers alternative funding sources, including grants.
- Responsible for annual reporting and facilitating desk audits with the WA State Auditor's Office as well as statistical reporting with the Washington State Library.

### **Information Technology**

- Develops and oversees USL technology plans, including network assessment, hardware replacement, maintenance, and software update schedules.
- Serves as the Program Manager for USL's participation in LibTech.
- Encourages use of new and expanding technologies to improve patron experience and staff productivity.
- Oversees staff in managing the Evergreen ILS consortium activities with participating libraries in Skagit County.

### **Community Engagement and Professional Development**

- Serves as an official spokesperson for USL at professional conferences, public meetings, community events, and activities. Fosters positive relationships with the community and stakeholders.
- Engages USL in cooperative activities and partnerships with other libraries, agencies, and organizations.
- Encourages partnerships that expand resources, programming, and community impact.
- Maintains current knowledge of library trends, technology, and best practices through professional development and participation in professional associations.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of Library operations, services, and administrative practices.
- Strong fiscal management, organizational, problem-solving, and planning skills.
- Demonstrated leadership, decision-making, and delegation abilities.
- Outstanding written, verbal, and public speaking communication skills.
- Creating and maintaining a positive organizational culture with high staff morale.
- Demonstrated adaptability and openness to new concepts and change.
- Knowledge of best practices in Human Resources, including writing job descriptions, interviewing, negotiating salaries, administering benefits, onboarding, providing training and coaching, and issuing disciplinary action.
- Ability to respond sensitively and effectively to inquiries and complaints.

### **REQUIRED QUALIFICATIONS**

- Masters in Library Sciences (MLS) from an ALA accredited institution OR commitment to complete an MLS program within 3 years of date of hire.
- 3+ years of supervisory and/ or business management experience.
- 5+ years of experience in library management and administration or an equivalent level of responsibility.
- Proficiency in Microsoft Suite and/or Google Documents. Experience with Canva, Evergreen, Aspen or similar programs or platforms.
- Possession of a valid driver's license and normal risk insurability.

### **PREFERRED QUALIFICATIONS**

- Proven success in strategic planning, budgeting, and community engagement.
- Effective leadership, interpersonal, and partnership-building skills.

- Demonstrated ability to innovate library services and adapt to changing community needs.
- Experience working in remote rural communities.

## **TOOLS AND EQUIPMENT USED**

Computer, external hardware, and related software; personal cell phone and motor vehicle.

## **PHYSICAL DEMANDS & WORK ENVIRONMENT**

The physical demands of this position include the ability to sit or stand for extended periods, communicate effectively with individuals or groups, and engage with the general public in a service capacity. The role also requires manual dexterity for operating electronic devices, as well as the capacity to read materials in both print and electronic formats. While minimal physical exertion is required, the ability to travel to various locations for work-related activities, including evening meetings, workshops, or conferences, is essential. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is performed in diverse environments, such as office settings, meeting rooms, and community events, and requires travel to various locations, which may involve overnight stays. The ability to meet business and statutory deadlines, adapt to changing conditions, manage interruptions, and work effectively under moderate to high stress is a requirement of this position.

**The duties listed above are intended only as illustrations of the various 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 USL Board of Trustees and employee and is subject to change as approved by the Board.**

## **SALARY AND BENEFITS**

\$80,000- \$90,000/ year, dependent on experience. The Director position is a salaried, full-time position, and is overtime exempt.

Benefits include paid health insurance, a generous sick and vacation leave package, 15 days of paid holiday leave, and retirement through Washington DRS.

## **TO APPLY**

Interested Candidates should submit their Resume and Cover Letter to [bot@upperskagitlibrary.org](mailto:bot@upperskagitlibrary.org) by March 9, 2026.

## **EQUAL OPPORTUNITY EMPLOYER**

USL does not discriminate based on race, color, national origin, religion, sex, gender, gender expression, gender identity, sexual orientation, physical or mental disability, military, genetic information, ancestry, marital status, age, citizenship, or any other basis prohibited by law in any of its policies or programs.