

**Job Title:** Library Regional Manager - Southcentral Region  
**Closing Date/Time:** Tue. 12/20/16 11:59 PM Pacific Time  
**Salary:** \$45.03 Hourly  
\$94,014.29 Annually  
**Job Type:** Full-Time Exempt  
**Location:** Multiple: Des Moines, East Kent, Kent and Woodmont, Washington  
**Department:** SOUTHCENTRAL - DM/EK/KT/WM

**Job#2016-00236**

**Apply at: <http://kcls.org/employment/>**

King County Library System (KCLS) in Washington State is seeking a driven and passionate Library Regional Manager to lead the south-central region of King County libraries. This region covers the cities of Kent and Des Moines, which currently includes three libraries and nearly 70 staff. The Library Regional Manager will also play a key role in the opening of a new library in the East Hill of Kent area in 2018.

The Library Regional Manager is responsible for leading and evaluating public service delivery in a region, ensuring optimal library operations and services that are responsive to local community needs. The Library Regional Manager develops an adept, collaborative, and resilient management team and actively manages individual and team performance. This position maintains a regular presence in assigned libraries and is available and approachable to all region staff. The successful candidate for this role will build and maintain strong and collaborative relationships with colleagues across KCLS, serving as the primary liaison between library administration and library staff in the south-central library region. This position contributes to the development of the Library's strategic direction and develops and executes plans which advance system goals. The successful candidate will cultivate a strategic, anticipatory mindset in responding to complex issues in a changing environment.

KCLS is an independent taxing district funded by voter approved property taxes and governed by a Board of Trustees. KCLS provides services to more than 1.3 million diverse patrons over 2,000 square miles of King County. Approximately 1,300 engaged and passionate staff provide service in 49 library locations and through community engagement using various outreach programs and virtual assistance. Washington state's King County boasts a wide variety of suburban growth, dynamic cities, rural developments, and farmland as well as a diverse range of outdoor recreational opportunities which take advantage of the beautiful northwest landscape.

### **Examples of Duties:**

Essential Duties/Major Responsibilities:

1. Select, coach, develop, and manage performance for members of Region Management Team.
2. Provide necessary support, guidance and leadership to Region Management Team to manage and improve library operations, programs, services, and facilities.
3. Oversee management of region library staff, including quality of staff selection, orientation, scheduling, work assignments, professional development and performance.

4. Manage and maintain excellent customer service, interpret library policies and procedures to the staff and public, and respond appropriately to sensitive or controversial inquiries or complaints related to libraries in the region.
5. Participate in the in the creation and communication of the vision and strategic priorities of the library.
6. Collaborate with other KCLS departments to launch new initiatives, resolve staff and operational issues, and develop regional service plans that align with strategic priorities.
7. Build and maintain strong relationships with civic leaders and local government officials, Library Advisory Boards, Friends of the Library, and other community groups.
8. Ensure training and development of staff to optimize service delivery; encourage and support staff participation in professional associations.
9. Plan and monitor assigned budgets; perform, or delegate as appropriate, administrative record keeping and reporting.
10. Ensure that facilities are safe, welcoming, and healthy for staff and patrons.

Secondary Duties:

1. Attend and actively participate on various internal and external committees.
2. Initiate, participate, and collaborate in the library profession beyond KCLS; maintain professional expertise in order to provide relevant public service.
3. Perform other duties as assigned.

**Desired Minimum Qualification:**

Education / Experience

- Required - MLS degree from an ALA accredited library education program and eligibility for Washington State Librarian Certification
- 5+ years of progressive supervisory/management experience in a public library system
- Extensive knowledge and support of the ALA Core Values and Code of Ethics
- Extensive knowledge of management principles and practices
- Extensive knowledge of public library policies, procedures, and systems
- Considerable knowledge of library technology and resources
- Working knowledge of budgeting processes

Necessary Knowledge, Skills and Abilities:

- ***Instills Trust*** – follows through on commitments, shows consistency between words and actions, communicates in a credible and transparent manner, models high standards of honesty and integrity
- ***Situational Adaptability*** – picks up on situational and group dynamics and readily adapts personal, interpersonal, and leadership behavior to fit circumstances
- ***Manages Complexity*** – able to make sense of complex, high-quantity, and sometimes contradictory information to effectively solve problems
- ***Drives Results*** – communicates a vision, sets priorities, develops and executes plans that consistently achieves results even under tough circumstances, has an achievement mindset, pushes self and helps others to meet and exceed goals
- ***Builds Effective Teams*** – forms teams with appropriate and diverse mix of styles, perspectives, and experience, establishes performance goals based on a common purpose and shared team values, fosters open dialogue and collaboration, celebrates team efforts
- ***Communicates Effectively*** – provides timely and helpful information to others across the organization, adjusts communication content and style to meet different needs, actively listens, encourages the open expression of diverse ideas and opinions
- ***Interpersonal Savvy*** – relates openly and comfortably with diverse groups of people, proactively develops relationships with a wide variety of people, acts with diplomacy and tact, engages input from others and builds rapport, even in difficult situations

- **Organizational Savvy** – manages through complex policy, process, and people-related organizational dynamics, navigates organizational politics effectively, uses knowledge of organizational culture and strategic priorities to accomplish goals

### **Special Requirements**

Washington State Librarian's Certificate

Valid Washington State Driver's License

### **Physical Demands & Work Environment:**

Physical Demands:

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The job is performed indoors in a library setting and in the community, and includes work at a PC monitor. Incumbent will work evenings and weekends and must be available for early morning and/or evening meetings, and able to serve on-call. Work involves travel between libraries. Extended periods of standing are occasionally required. Encounters situations that involve behavioral issues. The position involves frequent interruptions with maximum flexibility required.