



## King County Library System Adult Services Coordinator

<b>SALARY</b>	\$53.37 - \$64.94 Hourly \$111,009.60 - \$135,075.20 Annually	<b>LOCATION</b>	Issaquah, WA
<b>JOB TYPE</b>	Full-Time Exempt	<b>JOB NUMBER</b>	2026-00033
<b>DEPARTMENT</b>	Community Learning and Engagement	<b>DIVISION</b>	Adult Services
<b>OPENING DATE</b>	03/26/2026	<b>CLOSING DATE</b>	4/2/2026 11:59 PM Pacific
<b>UNION REPRESENTED</b>	Yes		

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### General Position Summary

#### **Job Number: 2026-00033**

King County Library System (KCLS) is looking for an **Adult Services Coordinator** (classification: Public Services Coordinator) who will further KCLS strategic goals by developing and coordinating programs for patrons in the adult's specialty area. The position emphasizes services that respond to their educational, recreational, cultural and social needs and interests and oversees the work of assigned staff while also participating in the selection, hiring, and training of librarians.

#### **About the Opportunity:**

The Adult Services Coordinator will work on developing and implementing structure of Librarian service to our King County Adult Patrons. Our ideal candidate is someone willing to change and adapt to an ever- growing diverse community and who understands how to incorporate a service leadership model, strategically coach, and how to guide our librarians. This person would need experience with managing grants, budgets, and developing relationships with outside stakeholders. The role will need a strong understanding of the role librarians play in supporting adults in KCLS Service Directions. (Life Long Learning, Engaging with Books & Reading, Obtaining Trustworthy Information, and Making Meaningful Connections)

**Required: Applicants must attach a current resume and cover letter that addresses relevant work experience, education, and training as it relates to this position.**

#### **About King County Library System (KCLS):**

KCLS has a vision of a world where knowledge allows diverse communities to prosper and grow. In order to support this vision, we create opportunities through meaningful connections by acting as the knowledge sharing center for over 1.5 million diverse patrons, providing an unparalleled collection of library materials, resources, technology, services, and programs.

Approximately 1,000 engaged and passionate staff provide service in 50 community library locations and patron engagement using direct outreach, programs, and virtual assistance. Our service area includes cities, towns, tribal lands, and unincorporated districts of King County, with the exception of the city of Seattle.

From a 2021-2022 comprehensive Diversity, Equity, and Inclusion (DEI) Assessment Demographics and Language Report, of the more than 1.5 million residents who live within the KCLS service area, almost half identify as Black, Indigenous, or People of Color (BIPOC). Moreover, roughly one-third of the KCLS community speaks a language other than English as their first language.

The King County Library System values the diverse perspectives, lived experiences, and cultures of all qualified individuals. We seek applicants that reflect the diversity of the communities we serve and encourage individuals of all backgrounds to apply, including BIPOC (Black, Indigenous, and other people of color), immigrants, refugees, women, LGBTQIA+, individuals with disabilities, veterans, etc.

KCLS welcomes reasonable accommodations for persons with disabilities as an opportunity to assist qualified individuals to participate in the job application or interview process and/or perform the essential functions of the position upon hire.

Need an accommodation to apply or interview? Call (425) 369-3224 or email [employment@kcls.org](mailto:employment@kcls.org).

KCLS ensures equal opportunities and consideration for all job applicants, without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. KCLS does not tolerate discrimination or harassment during any stage of employment, including in recruiting, hiring, promotion, termination, leave of absence, compensation, or training.

## Examples of Duties

### Essential Duties

*The items listed in this section are the key duties and responsibilities for this job and do not represent an exhaustive list. Our organization is dynamic and therefore duties may change based on business necessity; however, any new duties will remain within the scope of the job.*

- Develops and facilitates system-wide specialty programs, services, and promotions for adults, teens, or children.
- Plans and leads librarian specialty meetings for associated programs.
- Works with community librarians to advise and develop effective, equitable and community-centered local services that support patrons in area of focus.
- Responsible for initiation and coordination of information services that address system-wide goals such as community outreach and collaboration, digital literacy, and school coordination.
- Serves as a programming and community engagement resource partner and subject matter expert for librarians and other public services staff.
- Assists in the selection and development of new librarians.
- Participates in the development and facilitation of relevant training for library staff that addresses the learning and development needs of librarians.
- Partners with staff that maintain current and relevant online content, identifying community needs and participating in long-range planning.
- Represents KCLS in developing community partnerships and coordinated engagement of library staff in alignment with the services strategy and values of diversity, equity, and inclusion and intellectual freedom.
- Recommends and reviews system-wide policies, procedures, and guidelines related to public service provision, programming, and specialty area of focus.
- Supervises assigned staff including selection and hiring, training and development, performance evaluation, discipline, and scheduling.

## Secondary Duties

1. Participates in the planning and distribution of promotional materials for programs in specialty areas.
2. Makes presentations on KCLS programs and services.
3. Maintains professional expertise to provide relevant subject matter expertise.
4. Leads, coordinates, and actively participates on internal and external committees.
5. Performs other related duties as assigned.

## Core Competencies

*Each KCLS position has job-specific competencies. These competencies describe characteristics needed for optimum performance in the position. In addition, there are organizational competencies applicable to all positions at KCLS that encompass the culture and set expectations for how work is performed and leadership competencies for all supervisory roles.*

### *Organizational Competencies*

- **Valuing Diversity**

Manages relationships with all kinds and classes of people inclusively and equitably. Respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.

- **Customer Focus**

Primarily focused on customer needs, able to deliver high-quality, value-added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

- **Ethics, Values and Judgement**

Exercises best judgment, trustworthiness, and professional standards of conduct. Consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

- **Professional and Technical Knowledge**

Demonstrates proficiency in professional and technical skills and/or knowledge in position-related areas. Purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.

### *Leadership Competencies*

- **Coaching and Counseling**

Facilitates the development of other's knowledge, abilities, and skills to fulfill job and role responsibilities more effectively. Provides timely feedback, guidance, and encouragement to help others achieve better performance and goals. Builds confidence of others.

- **Managerial Courage**

Tactfully provides direct and actionable feedback in a timely manner. Is open and direct but not intimidating. Deals head-on with people and problems even in the most difficult situations.

### *Job-Specific Competencies*

- **Communicates Effectively**

Conveys ideas and information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak and responds appropriately. Seeks influence.

- **Vision and Strategic Thinking**

Supports, promotes, and ensures alignment with the organization's vision, mission, and values. Holds big picture view while setting priorities, often using breakthrough strategies to find the way forward.

- **Decision Quality**

Makes decisions and solves problems. Can deal adeptly with varied levels of complexity, ambiguity, and risk. Takes responsibility and accepts ownership for decisions regardless of outcome. Responds promptly and appropriately in crisis situations.

## Desired Minimum Qualification

### Education and Experience

*The items listed below are the minimum requirements for the job and are relevant to this position. The organization values both work experience and education and realizes that individuals take different paths to acquire knowledge.*

- Master of Library Science degree from an American Library Association (ALA) accredited program.
- Three to five years' experience as a public service librarian, ideally in a large system.
- Any equivalent combination of education and experience that provides the necessary qualifications to successfully perform the duties of the position will be considered.

### Knowledge and Skills

- Model for customer service mindset and delivery.
- Demonstrated commitment to community and the values of diversity, equity, and inclusion.
- Analytical and decision-making skills to assess an issue and determine an optimal solution.
- Highly organized and detail oriented.
- Demonstrated willingness to receive and respond to feedback.
- Flexible and adapts to changing needs.
- Project management from inception through completion.
- Effectively designs, implements, and evaluates programs and services.
- Adept verbal, active listening, and written communication skills with various and diverse audiences.
- Develops and maintains cooperative working relationships.

### Professional Licenses and Certifications

- Washington State Librarian's Certificate is required.
- A valid Washington State driver's license is required.

## Physical Demands & Work Environment

### PHYSICAL DEMANDS

While performing the duties of this job, the employee will:

- Constantly sit throughout work shift and occasionally will stand and walk.
- Occasionally reach up or down and frequently reach up to chest level with hands and arms.
- Constantly use hands in conjunction with frequent finger use. Keyboarding may be repetitive up to frequently.
- Rotate neck up to occasionally.
- Change tasks depending upon the shift.
- Occasionally operate foot controls.
- Require extensive close work including use of a computer monitor.
- Occasionally lift and carry up to 10 lbs. and seldom lift up to 50 lbs.
- Seldom push/pull carts and wheeled equipment with light force.

## WORK ENVIRONMENT

Work is primarily performed in a typical office environment. May also work in a typical library setting and in the community for engagement activities. Work schedule may include early morning and evening meetings. Occasional travel between locations required. Incumbent may be permitted hybrid telework schedule upon request.

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### Employer

King County Library System

### Address

960 Newport Way NW Issaquah, WA 98027

Issaquah, Washington, 98027

### Phone

4253693224

### Website

<http://www.kcls.org/careers-at-the-library>

## Adult Services Coordinator Supplemental Questionnaire

### \*QUESTION 1

Please fill out both the application and this questionnaire completely. Any false or incomplete answers (such as "see resume" or "see application") may result in your not having an opportunity to interview. Do you agree to answer each of these questions truthfully, and do you understand that your answers will be compared to the information on your application?

- Yes  
 No

### \*QUESTION 2

Are you a current KCLS employee?

- Yes  
 No

### \*QUESTION 3

Can you (with or without reasonable accommodation) perform the physical requirements of this position as described in the job posting?

- Yes  
 No

### \*QUESTION 4

Do you have a Master's of Library and Information Science (MLIS/MLS) degree from an ALA accredited school?

**\*\*Select "Yes" if you expect to complete your MLIS degree within two months from the day you submit your application.**

- Yes  
 No

### \*QUESTION 5

Do you have a Washington State Librarian Certification? \*\*KCLS will reach out to obtain a copy of your Washington State Librarian Certification at time of hire.

- Yes
- No

#### QUESTION 6

If you answered "No" to the previous question, are you able and willing to obtain one within 30 days of hire, if selected? Please note the Librarian Certification Application Process can be found at:

<https://apps.sos.wa.gov/library/libraries/training/certification.aspx>

- Yes
- No

#### \*QUESTION 7

Do you have a valid Washington State Driver's License?

- Yes
- No

#### QUESTION 8

If you responded "No" to the question above, would you be able to obtain a Washington State Driver's License within 30 days of hire, if selected?

- Yes
- No

#### \*QUESTION 9

Please indicate the number of years of work experience you have in a professional Librarian position. If you have no experience as a Librarian, please select "No experience".

- No experience
- Less than 2 years
- 2-4 years
- 4-7 years
- 7+ years

#### \*QUESTION 10

Select all of the following that applies with regard to supervision:

- Experience working as a supervisor (responsible for hiring, approving leaves, evaluating performance, and recommending discipline for regular staff members)
- Formal training on principles of supervision
- Experience working as a lead (responsibility limited to assigning, directing and leading the work of others, including volunteers)
- None of the Above

#### \*QUESTION 11

What experience do you have in project management? How do you manage a project or program with many stakeholders?

**\*QUESTION 12**

How many years of experience do you have with managing budgets?

- No experience
- Less than 1 year
- 1-3 years
- 3-5 years
- 5+ years

**\*QUESTION 13**

Please describe your experience managing a budget for an organization/department.

**\*QUESTION 14**

Please describe why you are interested in the Adult Services Coordinator position at KCLS and engaging in work that includes high-level project management, mentoring, and cultivating partnerships in King County communities.

**\*QUESTION 15**

The King County Library System works to offer library materials that represent a wide range of community interests. This is one of the foundations of our policy of intellectual freedom, the idea that each and every patron has the right to choose the materials that interest them. Given this policy of Intellectual Freedom would you both allow and support the fact that patrons have the right to choose what they wish to see, to hear, or to read at the library?

- Yes
- No

**\*QUESTION 16**

The screening process at KCLS includes application review, interviews, and references. If selected to proceed after interviews, I acknowledge that KCLS may reach out to my listed references without notifying me beforehand.

- Yes

**\*QUESTION 17**

As indicated in the posting, applicants are asked to attach a cover letter and current resume detailing your relevant work experience, education, and training as it relates to the position. Have you done this?

- Yes - I have attached my resume and cover letter.
- No - I understand my application is considered incomplete without the required materials.

**\*QUESTION 18**

Where did you hear about this job opportunity? Please select all that apply.

- KCLS Social Media (Facebook or Twitter)
- American Library Association (ALA)
- Washington Library Association (WLA)
- Pacific Northwest Library Association (PNLA)
- Seattle Public Libraries (SPL)
- Sno-Isle Libraries
- Pierce County Libraries
- LinkedIn

- Indeed.com
- WorkSource
- Government Jobs (public sector job site)
- Referral from KCLS Staff Member
- Job Interest Email Notification
- Other

\* Required Question