



King County Library System Librarian Services Manager - Cedar Region

SALARY	\$53.37 - \$64.94 Hourly \$111,009.60 - \$135,075.20 Annually	LOCATION	Kent Panther Lake Library, 20500 108th Ave SE Kent, WA
JOB TYPE	Full-Time Exempt	JOB NUMBER	2026-00028R
DEPARTMENT	Cedar Region - FR/KT/KP/MV/SO	OPENING DATE	06/11/2026
CLOSING DATE	7/2/2026 11:59 PM Pacific	UNION REPRESENTED	Yes

General Position Summary

Job Number 2026-00028R

King County Library System (KCLS) is looking for a qualified and service-minded **Librarian Services Manager** (official title: Librarian and Information Services Manager).

About the Opportunity:

As a **Librarian Services Manager** you will have the opportunity to advance the KCLS mission, vision and values by supervising, mentoring, and supporting librarian staff in all specialties for service delivery in the library, in the community, and online. In this leadership role, you will collaborate closely with Operations Managers and Assistant Operations Managers in your region to provide managerial support and subject matter expertise to ensure the delivery of effective and efficient library and information services for a region consistent with KCLS standards, policies, and service directives. In this role, you will support staff in navigating patron behavior incidents and maintaining a welcoming library environment. The **Librarian Services Manager** plays an integral role in creating and implementing strategies and supporting programming.

As a member of the KCLS Team, your background in library service will directly inform your ability to apply a working knowledge of management/supervisory principles and practice, model, and champion Intellectual Freedom, and thrive in sometimes challenging situations. You will model cultivating positive relationships with patrons, library staff, and management and work to ensure that the library is proactively responsive to local community needs and interests.

This is a regional role; therefore, the schedule may require working in multiple locations across the region based on business needs.

Schedule:

Tuesday, 12:15pm-8:15pm at Kent Panther Lake Library

Wednesday, 12:15pm-8:15pm at Kent Panther Lake or Southcenter Libraries

Thursday, 10:15am-6:15pm at Kent Panther Lake Library

Friday, 10:15am-6:15pm at Kent Panther Lake Library

Saturday, 10:15am-6:15pm at Kent Panther Lake Library

This is a tentative schedule subject to change based on business needs, including hours and locations. Evening and weekend shifts are required.

Due to planned remodeling, the Kent Library will be closed until 2027. This position will be based in the Kent Panther Lake Library until Kent reopens.

The **Cedar Region** includes the following libraries:

- Fairwood
- Kent
- Kent Panther Lake
- Maple Valley
- Southcenter

REQUIRED: Applicants must attach a current resume and cover letter which 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.

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/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Hires, trains, mentors, evaluates, coaches and disciplines assigned employees across the region.
2. Coordinates assigned staff activities and functions across region, including communicating and implementing policies and procedures, programs and projects.
3. Advocates on behalf of staff and patrons' needs and interests at region and system levels.
4. Contributes to the overall management of the region as a member of the Region Management Team.
5. Fosters a cooperative work environment.
6. Participates in region goal setting and strategic planning. Develops and implements goals and plans for region's programs, services, events and collections.
7. Coordinates with the system service coordinators for delivery of services.
8. Manages and approves payroll time entries and leave requests.
9. Coordinates with members of Region Management Team about direct reports' work schedules to support library operational and service needs.
10. Tracks and monitors assigned budgets and produces reports.
11. Promotes, educates, and supports principles of Intellectual Freedom with staff and patrons. Resolves related concerns or redirects to appropriate source.

Secondary Duties:

1. Resolves staff and patron incidents, problems, concerns and conflicts. Ensures the Code of Conduct is followed or redirects to appropriate source.
2. May be responsible for safe and efficient operations in an assigned facility.
3. Participates in activities such as staff meetings, committee work and training.
4. Engages with the community and special population groups.
5. Initiates, participates and collaborates in the library profession beyond KCLS. Maintains professional expertise in order to provide relevant public service.
6. Performs other related duties, as assigned.

Core Competencies:

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.

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 from differences.

Ethics, Values, and Judgment

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

Professional & 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 foster personal success and connections for others.

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.

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 uses breakthrough strategies to find the way forward.

Building Effective Teams

Blends people into cohesive teams that apply their diverse skills and perspectives to achieve common goals; creates and supports strong morale and a healthy work environment.

Accountability

Holds self, direct reports, and others accountable for achieving intended outcomes; follows up and monitors progress to ensure that things stay on track; models organizational values and norms.

Desired Minimum Qualification

Desired Minimum Qualifications:

- Masters of Library Science degree from an American Library Association accredited school of Librarianship, and
- Washington State certification as a Librarian;

- A minimum of three to five years of certified librarian experience, with at least three years in a supervisory capacity; or
- Any equivalent combination of education, training or experience that demonstrates the ability to successfully perform the duties of the position.
- Evidence of strong mentoring and/or training experience

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 constantly using hands in conjunction with frequent finger use and typing, this typing may be repetitive up to frequently. Frequently sits and occasionally will stand and walk. Will frequently reach up to chest level with hands and arms and up to occasionally will bend. The employee will frequently lift/carry less than 10 pounds and seldom lift to 20 pounds up to maximum 35 pounds and seldom push/pull carts using light force.

Work Environment: The job is performed indoors in a library setting and in the community. Job involves working a varied schedule, including evenings and weekends, which may change periodically. Work involves travel between libraries within a region. Encounters situations that involve behavioral issues. Position involves frequent interruptions with maximum flexibility required.

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>

Librarian Services Manager - Cedar Region 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 you 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 valid Washington State Driver's License?

Yes

No

QUESTION 5

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 6**

Do you have a Master of Library and Information Science 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 7**

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

Yes

No

QUESTION 8

If you answered "No" to the previous question, are you willing to obtain one immediately upon employment?

Yes

No

***QUESTION 9**

How many years of experience in librarianship do you have?

None

Less than 1 year

1-3 years

3-5 years

More than 5 years

***QUESTION 10**

How many years of supervisory and/or management experience do you have?

- None
- Less than 1 year
- 1-3 years
- 3-5 years
- More than 5 years

***QUESTION 11**

As you review the KCLS Mission, Vision and Values, please identify the value that resonates most with you and how it would guide your work in the Cedar region. Find the mission, vision, and values here: <https://kcls.org/mission-vision/>

***QUESTION 12**

Please describe your experience mentoring direct reports, and helping them grow professionally.

***QUESTION 13**

Please describe your experience with performance management of direct reports.

***QUESTION 14**

Please describe your experience managing a team of staff who each have a different scope of work.

***QUESTION 15**

Please describe your experience working on a team of managers who each have a different scope of work.

***QUESTION 16**

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 17**

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 18**

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 19**

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
- Career Fair (In-Person)
- Government Jobs (public sector job site)
- Referral from KCLS Staff Member
- Job Interest Email Notification
- Other

* Required Question