

SNO-ISLE LIBRARIES

EXECUTIVE DIRECTOR

Organization Overview

Embark on a meaningful journey where your passion for learning, commitment to public service, and love for literature converge. Join the Sno-Isle Library District as we move forward into an exciting future of library services for our customers and community.

Every day is an opportunity to make a difference in the lives of young and old across two counties. Your journey towards professional growth and community connection starts here! Our libraries are the gateway to things yet unimagined, and we want you to help create that experience for future generations at Sno-Isle Libraries.

We are committed to fostering an inclusive and diverse environment, ensuring equitable access to information resources and opportunities for both personal and professional development. Join us in creating a library experience for our diverse communities, where your contributions play a pivotal role in building a more inclusive and connected future for everyone.

*“...our community is connected
to their library*

*...engage and inspire
our communities
through equitable access
to knowledge and resources”*

About Us: Sno-Isle Libraries serves over 800,000 residents in Snohomish and Island counties through 23 community libraries, online services, and Library on Wheels. Our Vision: Everyone in our community is **connected** to their library. Our Mission: We engage and inspire our communities through **equitable access** to knowledge and resources. You can view our [2023 Community Report](#), and learn more about Sno-Isle Libraries on our website sno-isle.org



Role Overview

The **Executive Director** of Sno-Isle Libraries is responsible for successful development and implementation of the Library District's overall strategy, including the Library District's vision as approved by the Board of Trustees. The Executive Director is responsible for sound financial stewardship and successful management of library services.

The Executive Director advises and makes recommendations to the Board of Trustees as the governing body that sets library policies, reviews and approves the annual budget and levy, initiates levy and bond elections, and determines the general direction of the Library District.

“...responsible for successful development and implementation of the Library District’s overall strategy.”

The Executive Director represents the Library District to local, regional, state, tribal and federal levels of government, civic and community organizations, professional associations, and the general public; assures a program of service that meets the needs of Snohomish and Island counties customers and community members; accomplishes short-term and long-range strategic planning; may plan for and inform voters about library levy or bond elections; supports and nurtures the growth of fundraising through the Sno-Isle Libraries Foundation and grant seeking; implements and maintains sound organizational practices to assure the effective and efficient use of tax-supported resources; and other duties as assigned.



We Value Lived Experience

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it is important for the Executive Director to have a demonstrated commitment to Equity, Diversity, and Inclusion principles.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.



- Provides leadership and strategic direction for the Library District.
- Responsible and accountable for the effective performance of all aspects of the Library District in conformance with budgets, plans, and policies, and for related library services that meet the needs of customers in the Sno-Isle service area.
- Measures effectiveness through appraisals of results achieved in relation to Library District policies, budgets, and objectives.
- Applies thorough and full-scope knowledge of modern library principles, concepts, methods and practices, and sound management and administrative principles and techniques.
- Ensures the delivery of high-quality, customer-focused services that meet the needs of the community.
- Positively reflects Sno-Isle Libraries' vision, mission, values, and strategic goals to members of the public and to staff.
- Effectively represents the Library District and maintains cooperative relationships with all public officials, civic leaders, and community groups in Snohomish and Island counties to maintain and increase support for the Library District.
- Works closely with the Sno-Isle Libraries Foundation using private philanthropy and donor opportunities to secure funds for library projects including new facilities, services, and other initiatives.
- Represents the Library District to outside agencies, the media, community organizations, and members of the public; participates in community activities and events.
- Represents the Library District at speaking engagements and at formal and informal occasions both within and outside the Library District.
- Responsible for the Library District's planning for levy lid lift elections, capital levies, and Library Capital Facilities Area bond elections.
- Monitors legislative action which could affect the Library District.
- Accurately communicates the Library District's policies to members of the public in all contexts.
- Establishes and maintains a positive organizational culture of inclusion that will attain a high level of employee morale and productivity.
- Develops direct reports to their maximum potential through regular appraisal and coaching in proper management principles, techniques, and practices.

- Leads strategic, capital and long-range strategic planning for the operation and future development of the Library District and ensures that plans are implemented.
- Leads the Library District's executive teams; provides guidance and direction regarding Library operations and policies.
- Oversees and directs the Library District's short- and long-term fiscal strategies.
- Ensures the Library District's long-term financial position is economically sound and responsible in its services to the taxing district.
- Guides and oversees the preparation of an annual budget for the Board and the process for when there is a Board of Trustee vacancy.

Supervisory Relationships:

The Executive Director reports to the Board of Trustees. Reporting directly to the position are Directors who manage departmental work and who comprise the Library District's Leadership Team. In partnership with a team of Assistant Directors, these leaders work to ensure the library's vision is successfully realized. Also reporting to the Executive Director is the Executive Assistant.



Knowledge, Skills & Abilities

1. Library Science theory, principles, and practices and their application to library operations.
2. Proven successful business and public administration management practices.
3. Public library operations, programs, and services.
4. Principal issues and trends in library technology.
5. Budgeting; financial planning; elections; and legislation affecting library revenue and financing mechanisms.
6. Strategic, long-range, short-range, and capital planning.
7. The role of the Library District in communities, and its relationship with other governmental agencies.
8. Managing, directing, and coordinating library operations.
9. Leading and inspiring staff, the Library District's Board of Trustees, and community supporters to deliver high-quality, customer-focused library services to the community.
10. Establishing and maintaining effective working relationships with the Library District Board, the Foundation Board, senior management, government and community groups, leaders and local officials.
11. Developing and implementing library plans and policies.
12. Experience working productively with labor partners in a union environment.
13. Representing the Library to outside agencies and the public.
14. Directing the development of the Library District's budget and monitoring expenditures.
15. Leading robust efforts to inform voters about library elections.
16. Leading, supervising, coaching, and delegating tasks and authority.
17. Communicating effectively verbally and in writing.

Key Priorities

- Serve as a champion and further Sno-Isle's ongoing Diversity, Equity and Inclusion work, and continue efforts to hire team members that reflect the communities they serve.
- Establish rapport, trust and positive working relationships with all key stakeholders including the Leadership Team, staff, the newly formed Union, the Library Foundation, and the Board of Trustees, as well as external stakeholders (local municipalities, State and Federal elected officials, local Tribes, and other community partners).
- Actively engage with the community in both Island and Snohomish counties and be a visible presence.
- Partner closely with the Sno-Isle Libraries Foundation to enhance fundraising efforts.
- Continue ongoing work with Sno-Isle Decision Making and Feasibility Teams.
- Make a concerted effort to involve staff in the decisions that directly impact them.
- Work to identify alternative revenue sources.
- Continue progress on current capital strategy, working closely with the Government Relations Team and community groups.



Education & Experience

Required

- Master of Library Science degree from an American Library Association accredited program.
- State of Washington Librarian Certification (must be obtained within 30 days of hire).
- Ability to pass local police and Washington State Adult/Child Abuse records check prior to hire.

Preferred

- Extensive (minimum 7 years) library administrative management and direct supervisory experience of senior management in a multi-location library system, preferably in a public library environment; OR
- Any combination of additional education (beyond MLS/MLIS) and experience which provides the required knowledge and skills and allows successful performance of the job.
- Membership in a professional organization (ALA, PLA, etc.)

Ideal Candidate Profile

The ideal candidate will be a collaborator, motivator, team leader, culture builder and strong communicator who is dedicated to the mission and values of Sno-Isle Libraries. Working closely with the Leadership Team, Board, Union, staff and community stakeholders, this executive must be committed to goal achievement through teamwork. The successful candidate will possess a national network of peers, and must be a strategic and forward-thinking leader with a track record of results working in complex organizations with a represented labor force – ideally with multiple locations. They will be a visible presence throughout the system and interested in listening to, actively leading, and mentoring staff.

The ideal candidate must also have unquestioned personal integrity, professionalism, and a positive work ethic. They will have strong presentation and communication skills with an outgoing, personable, and inclusive management style, acting as both a connector and catalyzer. This individual will be a champion of diversity, equity, and inclusion, and foster a workplace culture and environment where staff look forward to coming to work.

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The ability to communicate with clarity and motivate people is a critical requirement. The capacity to connect with people at different levels of the organization, seek and receive input from staff, and support ongoing organizational growth and development is also needed.

The ideal candidate will also act as a leader of Sno-Isle’s culture with applicable financial and business acumen to see the organization through its positive growth, and will possess a genuine, visible, infectious passion for providing stellar service. The desire to engage, develop and retain team members should be evident.

Location:

Marysville, WA (relocation assistance available)

Salary Range:

\$210,000 - \$230,000

image from marysvillewa.gov/



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