

The North Olympic Library System  
invites you to consider  
the position of  
**Main Library Manager**



**North Olympic Library System.**

NOLS is a junior taxing district organized under the laws of Washington State and serving all of Clallam County, Washington. It includes the Main Library and Administrative headquarters in Port Angeles and branches in Clallam Bay, Forks and Sequim, an outreach program, and a variety of web-based services. The NOLS staff consists of 43 FTE, the annual circulation for 2009 was 873,067 items, and the 2010 budget is approximately \$3 million. The Main Library was built in 1998. The NOLS 2012 business plan was completed in 2010 and can

be found on the Library's website at [www.nols.org](http://www.nols.org). Clallam County voters recently approved an increase in the Library's property tax levy, meaning fiscal stability for the Library District for at least ten years. Each of the four NOLS libraries has the support of an active Friends of the Library group.

**Port Angeles Main Library.**

The Main Library is located in Port Angeles and it has a staff of 11.9 FTE, consisting of 3.4 FTE in Reference, 1 FTE in Children's Services, and 6.5 FTE in Circulation. With the recent passage of a new property tax levy, and in response to public demand, in 2011 and 2012 the Library will be expanding staff in order to provide longer, more convenient hours of service and more programs and activities.

The Main Library Manager plans, manages and directly provides a full range of professional and paraprofessional library services, including all aspects of circulation, reference, readers advisory, children's and teen services and programs at the Main Library, and provides support in these areas to the staff in the branch libraries. The position plays a major role in collection management, serves as liaison to Friends of the Library and community partners, and participates on the Library's management team. The Main Library Manager also participates in labor relations activities, including contract negotiations.



**Job duties include but are not limited to:**

- Plan, implement and evaluate all public services, programs and staff activities in the main library; coordinate these services and activities with other departments and branches.
- Manage staff at Main Library; participate in recruitment and selection of staff; plan, assign, direct and evaluate their work activities and provide orientation and training; participate in disciplinary actions.

- Maintain a dynamic collection of library materials that meets the needs of the community; manage regular collection development activities in accordance with established policies and procedures.
- In coordination with Facilities staff, maintain library in orderly fashion and ensure a safe, comfortable and pleasant environment for patrons and staff.
- In coordination with Information Technology staff, plan, implement and maintain technology used by staff and library users.
- Recruit and place volunteers; assign, direct and evaluate their work and provide training; assist in recognition activities and events.
- Recommend and draft policies and procedures at the branch and system level, determine operational priorities; resolve operational problems.
- Plan for needs of library and system; prepare budget requests; and perform budget development and analysis.
- Implement approved operating procedures and practices; maintain procedures manuals.
- Collect, report and analyze use statistics.
- Plan, organize, promote, present and evaluate programs and special events and participate in the planning and presentation of system-wide programs.
- Organize, present and promote displays and exhibits.
- Develop and disseminate public communications about library services, programs, events and activities; coordinate public communications with other branches and departments in accordance with established procedures; make presentations to community groups.
- Supervise and perform circulation, reference, technology instruction, children's and teen services.
- Coordinate effective staff communication and staff development activities.
- Participate in labor relations and contract negotiations.
- Participate on library management team.
- Stay abreast of trends and best practices in library management and operations and engage in regular professional development activities.
- Actively participate in meetings; prepare reports and analyses as required.
- Perform other duties as assigned.



The ideal candidate will have the following combination of education, experience, knowledge and skills:

- Four-year college or university degree required.
- Masters of Library Science, or comparable equivalent in graduate education and library experience strongly preferred. Washington State Librarian's Certificate will be required upon acceptance if candidate has MLS.
- At least three years' experience in a library setting required; public library experience strongly preferred.
- At least three years supervisory experience preferred.
- Knowledge of library services, systems, operations and procedures.
- Knowledge of library management practices.
- Familiarity with all public library service areas.
- Ability to work effectively with all age groups and a diverse population.
- Ability to work effectively with other departments/branches and staff members.

- Ability to manage multiple tasks and work well under pressure.
- Ability to communicate effectively orally and in writing.
- Ability to use good judgment.
- Ability to work a varied schedule (including evenings and Saturdays).
- Ability to lift, stretch, bend and stand for long periods of time.

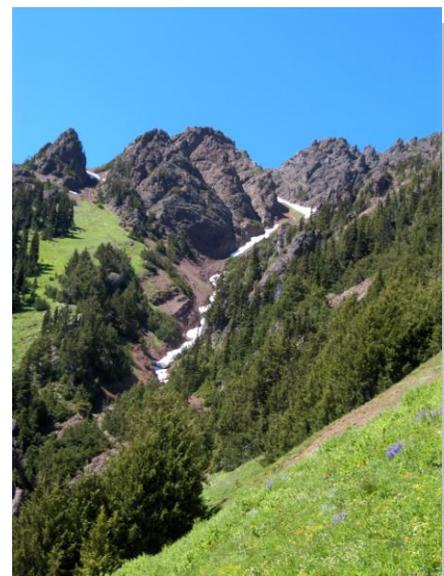
### Salary, benefits and working conditions.

The salary range for this position is \$34,146 to \$49,464 per year. Appointment may be made at any step, dependent on experience and qualifications. This is a full time position. Full time staff work a 37.5 hour week. The schedule for this position includes evenings and weekends. This management position is exempt from union membership. The primary work location is the Main Library. Work location may be reassigned at any time according to the needs of the Library.

The generous benefits package includes paid vacation, holiday and sick leave; PERS retirement plan and Social Security; employer-paid medical insurance coverage for employee and partial reimbursement for dependent coverage available; wellness reimbursement plan; employer-paid dental and vision coverage for employee and all family members; deferred compensation plan available.

Performance of the essential duties of this position include the following physical demands and/or working conditions: Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements such as typing, filing, data entry and/or use of calculators, ten-key adding machines, other office equipment or supplies. May require the ability to climb ladders or step stools and twist, bend, squat or stoop; push or pull book carts, move boxes of materials of considerable weight from one location to another; walk repeatedly through the day and stand for long periods of time.

**About Clallam County.** Clallam County has a population of about 60,000 people. It is located on the Olympic Peninsula of Washington. It consists of 2,670 square miles and stretches across the northern tier of the Peninsula from Cape Flattery, the westernmost point on the continental United States to Discovery Bay. It is bounded on the north by the Strait of Juan de Fuca and on the south by the Olympic Mountains. The county includes miles of unspoiled coastline, spectacular mountains and much of Olympic National Park, vast forests including temperate rain forests, and acres of farmland, including Sequim's famous lavender fields. Recreational opportunities abound, including hiking, camping, bicycling, birding, kayaking, golf and cross country skiing. Native American tribes include the Jamestown S'Klallam Tribe, the Lower Elwha Tribe, the Quileute Tribe and the Makah Tribe. The Seattle metropolitan area is approximately three hours away. The charming city of Victoria, British Columbia is a short ferry ride from Port Angeles.





**About Port Angeles.**

Port Angeles is situated between the Olympic Mountains and the Strait of Juan de Fuca. The county seat for Clallam County, it has a population of about 18,000 people and is the largest city on the Olympic Peninsula. Port Angeles is home to Peninsula College, which offers two- and four-year degree opportunities as well as non-credit adult learning classes. The city enjoys a vibrant artists' community and live music scene.

The average annual precipitation total is approximately 25 inches, compared to Seattle's 38 inches.

Temperatures are heavily modified by the maritime location, with winter lows rarely below 25 degrees, and summer highs rarely above 80 degrees. Port Angeles receives about 4 inches of snow each year, but it rarely stays on the ground for long.

**Application Procedure.**

Deadline for applications is Tuesday, October 19, 2010. Please submit a cover letter, resume, and the names and contact information for three professional references to Paula Barnes, Library Director, at PBarnes@nols.org. Applications can also be mailed to Paula Barnes, NOLS Administrative Office, 2210 South Peabody Street, Port Angeles, WA 98362. More information about the Library may be found at www.nols.org. Questions may be referred to Paula Barnes at 360.417.8525 or pbarnes@nols.org

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This announcement is meant only as a general description and recruitment guide and is subject to change. It reflects the general information considered necessary to describe the essential functions of the job and shall not be construed as an exhaustive statement of duties, responsibilities, or requirements that may be inherent in the job. It is not intended to limit or modify the right of any supervisor to assign, direct, or control the work of employees under his/her supervision. The use of a particular expression to describe duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Further, this announcement does not constitute an expressed or implied contract or an offer of employment.

If special accommodations are required during the hiring process, please inform the Administrative Services Manager. The North Olympic Library System will consider the possibility of reasonable accommodation for all essential job functions. All North Olympic Library System facilities are smoke-free. Smoking is prohibited in all Library facilities and vehicles. The North Olympic Library System is an Equal Opportunity Employer.