

Lopez Island Library District Director

Introduction

The Lopez Island Library District Board of Trustees seeks a Director who will lead the Library into the future by identifying and developing new opportunities, programs, and services that reflect the needs, interests, and resources of our rural, island community. The Board and staff are passionate about the important role the Library plays in all stages of life for the residents of Lopez Island. An ideal candidate will share this passion and bring a dynamic, creative approach to ensure all aspects of the Library are achieving success.

The Lopez Island Library is a beloved community space, which is supported in myriad ways including volunteerism, donations, and passage tax levies. Our welcoming and historic library building has gone through remodels to allow for many uses in a physically and technologically updated, comfortable environment that maintains its classic charm.

Responsibilities

Under the direction of and reporting to the governing Board of Trustees, the Library Director facilitates strategic planning and policy development.

The Director's responsibilities include:

- Developing and implementing an annual strategic plan,
- Working with community partners contributing to an excellent quality of life for residents,
- Developing and expanding and adapting library services with a primary focus on stellar customer service,
- Directing and managing the operations, budget, services, technology, facilities and collections.

The Director will lead the staff, focusing on collaboration and teamwork. The Director works closely with library staff to support the core values of the Library and to develop and meet the strategic imperatives of the Library. This position is a public-facing role, and the Director is expected to be an effective advocate, a contributing partner with all stakeholders, and an innovator with creative solutions and ideas to advance the goals and objectives of the Library. Excellent delegation and communication skills are essential.

The Library has a long history of active volunteerism, especially our extremely committed Lopez Island Friends of the Library organization. The Director will work closely with the Friends of the Library to support, encourage, and strengthen fundraising efforts.

Qualifications

- A Master's Degree in Library Science from an accredited ALA Library program
- At least ten years of library experience
- At least five years of leadership/administrative experience and a proven track record of achievement in initiating, leading, and completing projects that have advanced the goals of the organization
- Demonstrated excellent interpersonal and communication skills, being successful in promoting library services to the community, and possession of ease and skill working with, coaching, and mentoring staff
- Demonstrated passion for the work of libraries and a thorough knowledge of current trends, technologies, and "best practices" for library services
- Experience reporting to a governing board, with an understanding of the roles of Boards and staff

Preference will be given to a candidate exhibiting knowledge of San Juan County island life, specifically Lopez Island.

Other

This position is 30 hours a week. Some evening and weekend work is necessary.

The candidate must be a resident of Lopez Island before beginning work at the Library.

The Lopez Island Library District requires proof of Covid 19 vaccination for all employees.

In 2021, the annual operating budget, primarily funded through county property taxes, is \$649,000. The 2021 staffing is the equivalent of 5 FTE positions.

Application

Applicants may apply at trustees@lopezlibrary.org and should provide:

- (1) Cover letter
- (2) Comprehensive curriculum vitae

Application review will begin October 25, 2021. Position open until filled. Projected start date is January 2022.

AAP/EEO Statement

The Lopez Island Library District provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.