

## Library District Overview

The **Jefferson County Rural Library District** was created on November 7, 1978, receiving a majority vote in the general election. It was established as a Junior Taxing District authorized by law to establish, develop, and maintain library services in Jefferson County.

The Board of Trustees was appointed by the Board of County Commissioners with initial terms of five, four, three, two, and one years. The first meeting was held on April 19, 1979 with B.G. Brown, County Commissioner, presiding.

During 1979, operating funds for the Library were provided by the County through Revenue Sharing. In 1980 the Trustees set the original budget for collection from tax revenues at \$205,000 with a levy rate of .3987 per thousand dollar evaluation.

Facilities progressed from a small room in the Port Townsend Library to a portable classroom on the Chimacum School Campus, to a rented facility in Port Hadlock, and finally to the present site of the Jefferson County Library building in Port Hadlock. The Port Hadlock building was dedicated in April 1985. Funds for construction came from timber revenues and property tax revenues saved

and invested for the building project.

In 1991, voters approved a one-year excess levy to enlarge the facility to 11,000 square feet. The addition was dedicated in January 1992. In 2012, the library remodeled its facility and added 340 square feet for a new total of 11,340. The project was funded by Library reserves and private donations. A stand alone garage was built, with help from the East Jefferson Rotary Club, at the west end of the property to house the bookmobile. The remodel was dedicated in June 2013. This space was expanded again in 2023 and is now known as the Hagen Building, dedicated to Trustee Emeritus, Tom Hagen. In addition to the bookmobile, it houses a multi-purpose electric van and dedicated office space for the Friends of the Library to support their book sales. This addition was paid for by a grant from the Department of Commerce and library capital reserves

The District operates a Bookmobile Service throughout the east side of the County. Service for the west end residents of Jefferson County is provided through a reciprocal agreement with Timberland Regional Library System and a contract agreement with North Olympic Library System.



### MISSION

Feeding Minds. Fueling Dreams.

### VISION

A thriving community empowered by knowledge.

## VALUES

### As Leaders

#### We Will:

- Act with integrity.
- Promote visionary thinking.
- Inspire resilience.

### As A Team

#### We Will:

- Communicate with transparency and respect.
- Be flexible, responsive, helpful, and accountable.
- Address issues thoughtfully and proactively.

### As Partners

#### We Will:

- Collaborate inclusively.
- Invite diverse perspectives.
- Listen, consider, and seek common ground.

### As Champions For Literacy & Learning

#### We Will:

- Ignite curiosity.
- Demonstrate our commitment to diversity, equity, and inclusion.
- Keep service and accessibility at the heart of what we do.



## Position Overview

Reporting to the five-member Board of Trustees, the **Library Director** serves as the Chief Executive Officer of the Jefferson County Library District. This leadership role involves strategic planning, organization, direction, and evaluation of all District functions, operations, and activities. In collaboration with the Board, the Director is responsible for creating and implementing an annual operating/work plan, operations and capital budgets, and procedures to ensure quality library services, community relations, and equitable access to District resources for all Library users. With significant autonomy, the Director administers programs and policies approved by the Board to achieve short-term and long-term goals aligned with the District's Mission and Vision Statements. The Library Director oversees a budget of \$2.3 million and a staff of 34 (including part-time employees). This is a full-time exempt position.



## Essential Duties & Responsibilities

---

### General Administration & Management

- Oversee the development and management of library services, programs, collections, and facilities to address community needs.
- Provide visionary leadership to District staff and stakeholders.
- Develop and review District policies, making recommendations to the Board for additions or modifications.
- Implement Board approved District policies.
- Develop and implement library procedures.
- Collaborate with the Board and staff to develop annual operating budgets.
- Provide monthly financial planning data to the Board to assist in establishing long and short-term financial priorities.
- Negotiate and/or oversee contracts for services provided to the District.
- Responsible for all stages of public works projects, including RFP/RFQ development, bid process, contracting, L&I reporting and any other process required by law.
- Act as Public Records Officer, ensuring the District meets the requirements of the Washington Public Records Act.
- Responsible for completing and submitting required State financial and statistical annual reports and financial and accountability audits.
- Direct the maintenance and ensure the safety and security of District buildings, grounds, virtual spaces, and vehicles and recommend future facility needs.
- Demonstrate leadership within the organization: Takes initiative, solves problems, effects change through the action of others, and encourages the development of other staff through a positive work environment.
- Prepare an Annual Report and submit it to the Board, the Washington State Library and the Jefferson County Board of Commissioners.
- Coordinate the Cooperative Libraries of the Eastern Olympics (CLEO) Consortium including contracting, resource sharing, invoicing and other tasks necessary for the program.
- Support the Board in recruitment and training of new Board members.

---

### Planning, Organization, & Evaluation

- Coordinate the development and implementation of a District strategic plan, including setting annual goals and reporting on progress to the Board.
- Identify the standards of excellence for all operations.
- Continuously assess community needs, gathering feedback from internal and external stakeholders, to determine and recommend changes to services.
- Investigate new trends and specific library programs and other innovative library services.

---

## Personnel Management

- Recruit, hire and train staff with the goal of retaining talented and diverse work staff.
- Develop staff job descriptions, recommend and administer personnel policies.
- Responsible for administering the policies in the District's Employee Manual as approved by the Board and make recommendations to the Board for modifications as necessary.
- Responsible for administering Board approved compensation and benefits.
- Evaluate, promote, and terminate staff (except when library board consultation is required (RCW 27.12.210)).
- Directly supervise key management staff.
- Manage and support staff to provide the highest quality of services. Create a positive, supportive work environment that encourages and respects diversity of views with the goal of achieving high staff morale.
- Encourage staff education and professional growth at all levels by supporting participation in professional associations, workshops, seminars, and in-service training.
- Ensure that staff performance appraisals are done on a regular schedule.
- Serve as a model to staff in the sense of professionalism and demonstrating strong professional ethics.

---

## Community and Professional Development

- Recommend and administer public relations programs.
- Represent the District before community, civic, and other groups regarding the objectives and activities of the library.
- Establish and maintain effective working relationships with other governmental agencies, civic and community groups, and the public.
- Serve as official representative of the library in actions that legally bind the District.
- Participate in and be a member of local, state and national professional organizations; attend state-wide Director meetings and other relevant trainings.
- Support and facilitate the work of the Friends of the Jefferson County Library (FOJCL).

---

## Fund Development

- Develop and implement annual fundraising plan.
- Cultivate relationships with community stakeholders to enhance collaboration and fund-raising opportunities.
- Build and nurture a strong donor base.
- Pursue additional revenue streams, including grants and targeted appeals.



---

## Professional Expertise

- Master's degree in Library and Information Science from an ALA accredited school.
- Washington State Librarian's Certification (within six months of hire).
- Five years progressively responsible public library management experience, with at least three years of supervisory experience.
- Thorough knowledge of public library professional standards, practices, issues, and trends.
- Experience working and advocating successfully with a wide range of community leaders, including elected and appointed officials to advance the District's strategic goals.
- Demonstrated interpersonal skills in staff training, mentoring, supervision, and motivation.
- Professional records management and retention practices.
- Demonstrated financial management skills
- Ability to research, understand, and interpret federal, state and local laws, rules and regulations that apply to Washington State public libraries.
- Ability to use or quickly acquire competency in a variety of software tools, including but not limited to those used for payroll, productivity, public records portal and financial systems.
- Experience living and/or working in a rural community or an understanding of issues that are specific to working in a rural library district.

---

## Priorities

- Establish rapport, trust, and positive working relationships with all key stakeholders including the Board of Trustees, Leadership and Management Team, staff, donors, community members and partners.
- Become a visible, integral part of the community.
- Update the Jefferson County Library District strategic plan.
- Identify objectives and priorities for organizational enhancement.
- Oversee recently completed capital projects and adoptions of new resources and programs.
- Continue exploring ways to support the Library's efforts to increase sustainability.
- Maintain and support the CLEO Consortium.
- Be involved in the Public Libraries of Washington group, the group of public library directors throughout the state.
- Forward ongoing efforts to enhance community support of the Library.
- Oversee responses to public records requests.
- Continue ongoing work on safety and disaster planning.





## Ideal Candidate Profile

The ideal candidate will be an inclusive, transparent, culture-building leader, with the ability to motivate, establish and maintain effective working relationships with trustees, staff, volunteers, donors, other community agencies, governmental bodies and the public. Working closely and effectively with the Board and staff, they must be committed to organizational growth through teamwork. The successful candidate will be a team builder and team player, who values and develops good rapport and cultivates respectful communications with staff. They should be politically savvy without being political.

The ideal candidate must also have a collaborative spirit, unquestioned personal integrity, professionalism, and a positive work ethic. They will possess the ability to understand and interpret the needs of Jefferson County, along with a commitment to work for the success and future of the entire community.

The ideal candidate will foster a workplace culture and environment where all staff look forward to coming to work. The ability to communicate with clarity and motivate people is a critical requirement. The capacity to connect with people at all levels, the humility to accept criticism, whether warranted or not, and the thirst for ongoing growth and development are also needed. An appropriate sense of humor is also desired.

The ideal candidate will have a strong executive presence and be a charismatic, gifted, and engaging communicator, whether speaking one-on-one or in front of a large audience. The **Library Director** should be a strategic thinker that embodies the mission of the organization, displays applicable business acumen, and a genuine, visible, and infectious passion for advancing the Jefferson County Library District.

### Location:

Port Hadlock, WA (relocation assistance available)

### Salary Range:

\$115,000 / \$125,000