



# Employment Opportunity

## -Position Announcement-

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Kitsap Regional Library will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, gender, age, marital status, disability, political affiliations, or any other non-merit factor. Special accommodations and/or assistance will be gladly provided for any applicant with sensory or non-sensory impairments, upon request.

Check out our employment webpage at: [www.krl.org](http://www.krl.org)

<b>Position</b>	<b>Branch Manager III, Bainbridge Island Branch</b>	
<b>Announcement Number</b>	1107-37 E	
<b>Hours</b>	Full time (1.00 FTE, FLSA Exempt) Will include evening and weekends, as needed for this position. Please note that scheduled work hours are subject to change at any time to meet the needs of the library.	
<b>Salary</b>	Range is \$5,041.35 to \$6,634.08 per month, depending on experience.	
<b>Benefits</b>	Vacation (24 days per year); sick leave (12 days per year); Holidays (12 days per year) full employee medical, dental, vision and life insurance benefits. Washington State Public Employee Retirement System (required). Employee Assistance Program.	
<b>Position open</b>	Tuesday, November 13 <sup>th</sup> , 2007	
<b>Application instructions</b>	<ul style="list-style-type: none"><li>◆ <u>1. Original KRL employment applications, 2. cover letters and 3. resumes are required.</u></li><li>◆ Applications <u>hand delivered</u> to the Administrative Services Office must be received by 4:00 pm on the closing date. Office hours are Monday through Friday, 10:00 a.m. to 5:00 p.m. An employment application drop box is also located at the Circulation desk.</li><li>◆ <u>Mailed</u> applications must be postmarked no later than the closing date.</li><li>◆ Application materials may also be <u>emailed</u> to <a href="mailto:pallen@krl.org">pallen@krl.org</a> by the closing date and time. MS Word or Adobe Acrobat attachments only. <i>Note: KRL is not responsible for email errors.</i></li><li>◆ Applications are available at each branch of Kitsap Regional Library and our website at <a href="http://www.krl.org">www.krl.org</a>.</li><li>◆ Applications will be screened and interviews scheduled for applicants who best match the needs of this position.</li><li>◆ Selected applicants will be contacted by phone to arrange interviews and employment testing.</li></ul>	
<b>Deadline</b>	<b>No later than 4 p.m., Wednesday, November 28<sup>th</sup></b>	
<b>Position starts</b>	January 2 <sup>nd</sup> , 2008	
<b>Submit KRL application to</b>	ATTN: Patti Allen, HR Specialist Kitsap Regional Library, Administrative Services Division 1301 Sylvan Way, Bremerton WA, 98310	<u>Contact information:</u> Phone: (360) 405-9102 Email: <a href="mailto:pallen@krl.org">pallen@krl.org</a>

**POSITION PURPOSE:**

Manages, supervises and directs the operation of a large branch library to provide effective, current and responsive library services to the community. Responsible for: community relations, staff supervision, management of the library collection of materials, circulation and reference activities, fundraising, and representing and promoting the library to community groups including local governments, public and private agencies, volunteer groups, special interest groups, civic organizations, and patrons. Explains and/or enforces library processes, procedures, rules and policies, as well as, regulations of regulatory agencies. This position reports to the Library Director.

**ESSENTIAL FUNCTIONS:**

- Serve as a community leader including involvement and/or membership in local organizations. Provide input into the decision-making processes of governmental bodies and other groups that can affect the library's ability to provide services.
- Establish liaison with the Library Board, Friends of the Library, local boards, community organizations, and city/county governments where appropriate. This may involve public speaking before civic groups or soliciting support of volunteer leaders.
- Publicize library services, programs, and hours. Promote library services. May write articles regarding library programs or topics for publication in newspapers, periodicals or related publications.
- Supervision is exercised over assigned regular full-time, part-time, temporary and volunteer personnel.
- Recruit, interview, select, and hire new employees; train and orient as necessary; establish hours of work; approve overtime and the use of employee time off; direct, plan, assign and determine the manner work is performed; evaluate employee performance; and ensure compliance with applicable federal, state, local and district rules, regulations and directives.
- Assist patrons in the use of library materials and equipment. Provide basic readers' advisory and reference services. Maintain current knowledge of system-wide materials, resources, and services.
- Manage the performance of all circulation, reference, clerical, and patron service activities of the work unit as staff schedules and workload dictate. Interpret library policies and procedures for the public; resolve circulation, patron, and personnel problems within established guidelines.
- Facilitate adult programming, directly and/or through Friends of the Library; locate program presenters, schedule, and coordinate publicity. Assist children's librarians assigned to the branch with programming activities as required.
- Manage the library facility and equipment. Assure that the library facility and equipment are in good working order. Within budgetary constraints, arrange with staff or outside contractors to provide maintenance, repair, and upgrades of building and equipment. Ensure adequate levels of supplies are available for staff and/or public use.
- Participate in community planning and fundraising, including writing or assisting in writing applications for grant or other special funding, or solicits funding from special interest or service groups in support of new or enhanced library facilities or services.
- Address patron complaints regarding library services, facilities and resources or the use of resources. Identify, address and report safety and security issues, and/or refer to appropriate authorities as needed.
- Participate in monthly materials selection meetings; recommend library materials for purchase based on knowledge of community and existing collection. Maintain a current level of knowledge on new materials and delivery mechanisms. Provide feedback to Collection Managers regarding trends in patron preferences. Weed and rotate branch collection.
- Perform other related duties as assigned or needed.

## **QUALIFICATIONS AND EXPERIENCE:**

Master of Library Science Degree from an American Library Association accredited school of Librarianship and/or Washington State certification as a Librarian plus 3 years of certified public library experience. Four years of supervisory/lead experience.

## **REQUIRED PHYSICAL ABILITIES:**

Must be able to perform the essential functions and physical requirements of the position. Requires frequent standing, walking, sitting, talking, hearing, seeing, handling, grasping, fingering, keyboarding, reaching, stooping, bending and repetitive motions of hands/wrists. Occasionally requires climbing, crawling, balancing, crouching twisting and kneeling. Must be able to lift and carry up to 25 pounds regularly. All work is performed indoors under office-type conditions. May be required to operate an automobile.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to use initiative and independent judgment in a wide variety of situations; ability to address mechanical problems or to obtain professional assistance.
- Ability to communicate effectively, orally and in writing, with a diverse patron base and staff and to write and edit a variety of written materials including those for outside publication. Ability to effectively speak publicly and make presentations before special interest groups, funding sources, the news media and others and to clearly explain policies and procedures to staff.
- Ability to operate a personal computer and to use modern word processing programs and other modern computerized library and associated tools and programs. Knowledge and skill in accessing and utilizing the Internet.
- Ability to work a varied schedule, including evenings and weekends. Ability to respond to emergencies or crisis situations, as needed.
- Ability to create library displays to highlight current and coming activities or to promote library services and opportunities.

## **EXPECTATIONS OF ALL KITSAP REGIONAL LIBRARY EMPLOYEES:**

- Knowledge and support of the Library principles of intellectual freedom.
- Knowledge and support of Library policies and procedures.
- Courteous customer service in an environment that may at times be stressful. This requires use of diplomacy and tact to establish and maintain relationships with customers, both internal and external.
- Ability to work effectively, within a teamwork orientation, in daily activities as well as addressing problems and unique situations.
- Ability to adapt to rapidly changing information, technology, work procedures and library services.
- Ability to maintain confidentiality in dealing with customer and/or employee records.