Kitsap Regional Library Mission Statement

“Inspiring our community to dream more, learn more, do more and be more.”

Equity, a culture of we and the user experience are essential to accomplishing our mission:

**Equity**
We are committed to ensuring that everyone has access to the resources they need to flourish. We recognize that we don’t all start from the same place; systemic barriers to education and opportunity exist. We will strive to remove barriers and continually align our policies, practices and resources to create the best possible opportunity for all people to grow, contribute and thrive.

**Culture of We**
We are better together. We will build meaningful relationships, continually seeking out diverse perspectives and ideas and work collectively to understand the needs and aspirations of all of our citizens. Our community’s diversity will be reflected in our staff and spaces, the services we offer and the collections we create.

**User Experience**
We are dedicated to creating experiences that are accessible, credible and valuable, in environments where every person can feel welcome, safe and respected. We recognize that each individual’s needs are unique and we will always strive to deliver excellence to the individual while balancing our responsibility to serve our whole community.

**Shared Values**
1. Open to all
2. Deliver excellence
3. Be relentlessly resourceful
4. Never stop learning
5. Build connections
6. Inspire and be inspired
7. Anyone can lead
8. Be fun, fresh and fearless
Organizational Overview

Kitsap Regional Library (KRL) inspires our community to dream more, learn more, do more and be more. We serve our County’s 262,590 residents through nine community library locations, online access to library materials and services, and home delivery to individuals with significant barriers to using their Library location.

The Library ($16M budget/200 employees) has more than 400,000 physical items in its collection and we offer access to a wide variety of downloadable ebooks, audiobooks and music and access to dozens of digital research tools. KRL is planning to open a new Silverdale branch in partnership with the Central Kitsap School District on a campus that includes a new high school and junior high school before the end of this year. This library will share a renovated building with school administration. Another partnership with the City of Port Orchard to build a joint library/community events center is currently in design.

Want to learn more about our future? Our goals and plans are derived from our agile strategic plan.

For more information on Kitsap Regional Library please visit https://www.krl.org/

Position Overview

Under the direction of the Human Resources Director, the Human and Labor Relations Specialist will advise and counsel managers and supervisors regarding federal, state, and local labor laws, policies, and guidelines; current and emerging issues; and strategies for dealing with performance, collective bargaining, discipline, and grievances. The incumbent performs a wide variety of labor and employee relations activities including research and analysis in support of collective bargaining, grievance, and arbitration processes. The successful candidate will have excellent analytical and people skills, as well as effective time management and attention to detail. The ability to develop and maintain mutually trusting and collaborative labor and management relationships is key to success in this role.

The incumbent will perform highly complex statistical and contract data analysis in support of labor negotiations; conduct independent research; participate in labor negotiations and contract administration as well as assist with gathering, collecting, and maintaining documents and records required for contract and policy development, investigations, and negotiations.

The ideal candidate will have experience and extensive knowledge of state and federal employment and labor law, labor relations, human resources management, and employee performance management.

Work is characterized by professional-level, analytical Human Resources duties including, but are not limited to, the development, implementation, and administration of policies, programs, and procedures in the areas of labor negotiations and employee relations; classification and compensation; and communication with Library leaders, departments and staff regarding a variety of labor relations and classification and compensation matters.
Essential Duties and Responsibilities

- Provide professional support in labor negotiations, participate in contract negotiations, serve as main point of contact responsible for labor relations consultations and assistance in support of the Library.
- Partner with the labor relations team on arbitration hearings.
- Represent the organization in arbitration and/or other dispute resolution processes.
- Function as a labor relations partner to assigned programs and other human resource professionals by providing strategic and tactical planning and consultation to ensure consistent compliance with bargaining agreements, policies, and best practice labor relations and human resource management activities.
- Participate in informational meetings and discussions with labor partners, building and maintaining respectful and collaborative relations with Union officials and staff.
- Manage complex and sensitive issues with broad organizational impacts.
- Partner with the labor relations team on arbitration hearings.
- Represent the organization in arbitration and/or other dispute resolution processes.
- Attend and/or chair Labor Management Communication Committee (LMCC) meetings to help develop and maintain strong partnerships with our labor partners on complex and sensitive issues.
- Conduct related research, gather, and analyze highly complex compensation and benefits surveys and statistical data.
- Serve as the Library’s advocate in labor relations matters and grievance resolution. Establish and maintain trust and positive relations with employees and labor groups.
- Makes recommendations on revision to job and classification descriptions through multiple methods (interviews, documentation, job analysis, and research); prepare analytical reports to support recommendations; and assist in processing appeal requests as needed.
- Train managers or supervisors on topics related to labor relations, such as working conditions, safety, or equal opportunity practices.
- Review and approve employee disciplinary actions, such as written reprimands, suspensions, or terminations.
- Advise management on matters related to the administration of contracts or employee discipline or grievance procedures.
- Review employer practices or employee data to ensure compliance with contracts on matters such as wages, hours, or conditions of employment.
**Immediate Priorities**

- Actively support the vision, mission, values, and goals of the department and the Library.
- Establish positive rapport with the Washington Public Employees Association (WPEA) to help bridge the employee and employer relationship.
- Ensure organizational alignment with the collective bargaining agreement (CBA).
- Provide education and training on organization/union relationships to labor relations team and labor partners.

**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 Kitsap Regional Library. Working closely with the Leadership Team, Board, staff and other key stakeholders, this individual must be committed to goal achievement through teamwork and a strong work-life balance. The successful candidate must be a strategic and forward-thinking leader with a track record of stellar results working in complex organizations with a represented labor force – ideally with multiple locations. They will be interested in actively leading and mentoring staff. This individual should be politically savvy, without being political.

The ideal candidate must also have unquestioned personal integrity, professionalism, and a positive work ethic. They will have strong presentation and communication skills with a personable and inclusive style. The capacity to connect with people at different levels, and the humility to accept shortcomings and the thirst for ongoing growth and development is also needed.

The ideal candidate will also act as a champion of Kitsap Regional Library's culture, and will possess a genuine, visible, infectious passion for providing stellar service. The desire to actively engage with team members should be evident. This individual should exhibit empathy, have a high “EQ”, and will be interested in not only their own professional development, but also in their own growth as a person in a complex, multi-cultural world.
Qualifications and Experience

Bachelor’s Degree and a minimum of five years of progressively responsible labor relations experience is required. Experience working in a multi-branch library system, or a public sector organization, is desirable.

Location: Kitsap County, Washington State

Salary Range: $81,000 - $91,000 DOQ