

## Upper Skagit Library District, Concrete, Washington Announces a search for a dynamic, community-focused Library Director

### **The Library:**

Nestled in the foothills of the majestic Cascade Mountains in Northwest Washington, the Upper Skagit Library District serves a rural population of 4,800 in eastern Skagit County. This partial-county library district was formed by a vote of the people in 2001 and opened to the public in January 2005. The library offers a full range of library services including free Wi-Fi internet access in its current 1,600 sq. ft. location, with plans to move to a new 3,700 sq. ft. location this year. The library welcomes and serves an average of 120 people a day; circulation for this growing library averages over 3,000 items per month for a collection of over 10,000 items. A dedicated Board of Trustees appointed by County Commissioners is the sole governing unit for the library.

### **The Area:**

The library enjoys easy user access in the mercantile center of Concrete, WA (population 712). This library district encompasses a friendly and eclectic community on the North Cascades Highway along the Skagit, Cascade, and Sauk Rivers. The area offers ample opportunities to enjoy recreational activities in a lovely, natural setting.

### **The Position:**

The Director of the Upper Skagit Library will be responsible for the daily operations of the library, including personnel, financial management, library automation and other technologies. The position will manage all aspects of collection development. The Director will oversee educational and cultural programming, stay current on the latest technologies, and share the vision of the library with our community. Innovation in library service both inside and outside the library is welcome. The position requires a high level of independence with accountability directly to the Board of Trustees. The successful candidate will be dedicated to planning and moving the library into its new facility.

### **Essential Qualifications:**

- Demonstrated public speaking ability in the community
- Experience in budgeting and administration
- Solid background in supervising and managing staff
- Proficiency in verbal and written communication skills
- Ability to work with people of all ages, diverse backgrounds, and education levels
- Demonstrated deep understanding of rural library issues
- Ability to work in an open floor-plan library

### **Minimum Requirements:**

A Master's in Library or Information Science from an ALA-accredited program and Washington State Library certification. A minimum of two years public library experience in management and staff supervision.

**Application Process:**

Only applicants able to meet the minimum requirements will be considered. An applicant must submit a letter of interest, resume, and include at least three references to the Upper Skagit Library c/o Director Search Committee, P.O. Box 99, Concrete, WA 98237. Emails may be sent to [upperskagitlibrary@gmail.com](mailto:upperskagitlibrary@gmail.com). More information about the library may be found on the library website, [www.upperskagit.lib.wa.us](http://www.upperskagit.lib.wa.us). Position closes on **April 30, 2019 or until filled.**

**Employee Benefits:**

- Paid Leave
- Retirement
- Insurance stipend

**Employment:**

- Wage: \$3,423-\$3,994 per month
- Hours: 40-hour workweek with evenings and Saturdays.

**Equal Opportunity/Non-Discriminatory Employer:**

All Qualified persons will be considered for employment without regard to race, color, creed, national origin, age, sex, gender identity, gender expression, religion, veteran status, marital status, or the presence of physical, sensory or mental disability, or any other characteristic protected by law, except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary for proper and efficient performance of that occupation.