

Assistant Director of Capital Strategy and Planning

JOB TITLE: Assistant Director of Capital Strategy and Planning

FLSA STATUS: Exempt

GRADE: 43

DEPARTMENT: Strategic Services

APPROVED DATE: 01/2021

REVISED DATE: 02/2022

Job Summary

The Assistant Director of Capital Strategy and Planning is responsible for overseeing the development, communication, and successful implementation of a capital strategy for Sno-Isle Libraries.

This position contributes to the Library District's effective operation, providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone.

We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

1. Ability to align behavior with the library's mission, values, and strategic focus in serving a diverse stakeholder community.
2. Lead the development, communication, and successful implementation of a capital strategy to achieve Sno-Isle Libraries' vision, mission, strategic goals, and values in partnership with the Executive Director, Leadership Team, and Board of Trustees.

3. Advise the Executive Director, Leadership Team, and Board of Trustees on capital issues, projects, and initiatives.
4. Direct and oversee SIL's short- and long-range strategies, studies and reports; the timely and reliable responses to customers; and expansion and maintenance of library infrastructure, budget, and capital plans.
5. Continue to build a culture of collaboration and teamwork to ensure library buildings fulfill the Library's strategic goal of creating inspiring spaces.
6. Provide effective leadership in assigned areas and to assigned staff.
7. Exercise proper financial control over budgetary expenditures.
8. Develop and maintain effective relationships with staff and leadership at SIL, elected officials, community stakeholders and the public.
9. Represent the Library before local government bodies and community organizations.
10. Knowledge and understanding of best practices in community engagement
11. Ability to successfully work with consultants.

Additional Duties and Responsibilities

1. Continue to acquire new knowledge and update skills to enhance professional performance in all areas of responsibility.
2. Stay informed of leading issues, trends, theories, applications, and tools that may impact the library system.
3. Prepare correspondence and reports.
4. Conduct training as needed.
5. Attend meetings, trainings, and workshops as assigned.
6. Assist with special projects as required.
7. Perform other duties as assigned.

Supervision

The position reports to the Director of Strategic Services. This position does not supervise the work of others; however, this position will work closely with, train, and assign tasks to other members of the organization, as well as with subject matter consultants and vendors.

Knowledge, Skills, and Abilities

1. Demonstrated excellent customer service skills.
2. Strong communication skills and demonstrated ability to collaborate and foster a learning organization through excellent facilitation and team-building skills.
3. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
4. Ability to work cooperatively and communicate effectively with the public, vendors, and coworkers in all levels of the organization.
5. Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
6. Demonstrated ability to be flexible, manage ambiguity, adapt to change, and successfully work in a fast-paced, dynamic environment.
7. Ability to meet deadlines in a fast-paced, multiple-project environment and to adapt to new priorities.
8. Strong organization, attention to detail, and problem-solving skills.
9. Ability to work independently and to set priorities.
10. Knowledge of library resources, programs, and services in a public library.
11. Knowledge of Library District policies and procedures.
12. Ability to work in content management or search systems.
13. Ability to work with user-experience and usability testing.
14. Ability to deliver effective and engaging presentations to a variety of audiences.
15. Ability to operate relevant computer systems including hardware and software, such as Microsoft Word, electronic databases, email, and internet navigation in addition to other office equipment and security systems.
16. Ability to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:

1. Master's degree in Library Science from an ALA-accredited college or university. Must provide a Washington State Librarian certificate within 60 days of hire.

2. At least six years of related practice in librarianship.
3. At least two years of experience in supervision.

Physical and Environmental Conditions

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. While performing the duties of this job, the incumbent is required to operate computers for extended periods of time. Incumbents may occasionally move objects or materials weighing up to 25 pounds.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.

Activities sometimes occur outside the regular business day including evenings and weekends and require travel to branches and other locations within the Library District's two-county service areas to meet with public groups and library staff. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to make independent arrangements for such transportation.