is seeking an experienced leader to serve as

**LIBRARY DIRECTOR**

$91,457-$108,305 (depending on qualifications) with excellent benefits

First consideration given to applications received by March 28, 2022

Application materials may be obtained at [https://www.orcaslibrary.org/jobs.html](https://www.orcaslibrary.org/jobs.html)
Our Mission

The Orcas Island Public Library provides community members of all ages and interests with robust print, video, and audio collections; creative in-person and remote programming; and extensive online learning resources. The Library’s architecturally award-winning building and extensive gardens welcome reflection, exploration, discussion, and community networking. We are committed to be of service to all island residents and visitors.

Our Library

The Orcas Island Library was recently named an American Star Library (one of three in Washington State) by Library Journal. We regularly appear on the Washington State Library’s Top Ten Lists for per-capita circulation, expenditures, and reference transactions.

The Library operates under authority of a voter-established independent taxing district, with the majority of income derived from a dedicated local property tax. Our operating budget for 2022 is just over $1 million. With cash forward, capital expenditures, and debt service, our official budget filed for 2022 is $1,467,825.

Our Community

Orcas Island is the largest of the beautiful San Juan Islands, located in the Salish Sea off the northwestern corner of Washington State. The islands’ main industry is tourism, with resident and visitor access provided via the Washington State Ferry system. Orcas Island is also accessible via regular flights to its public airport and seaplane docks.

We also receive substantial financial support from a very active Friends of Orcas Island Library group and other donors.

The Library employs a staff of 12, including the director and four advanced degreed librarians. We are supported by 35 engaged volunteers, working a total of 88 hours per week.

The Public Library sits in the heart of Eastsound, the hub of Orcas Island activity. The Library’s current building opened in 1992 and, with overwhelming community support, a levy was passed in 2016 to fund an expansion. Finished in 2017, the library’s square footage doubled to 12,700. Orcas Islanders are passionate about their library.
This beautiful island has activities for everyone, from sea kayaking to trail climbing in Moran State Park, to amateur theater, musical performance, and visual arts groups.

To learn more about Orcas Island’s real estate, school systems, and other new resident concerns, please visit the Orcas Island Chamber of Commerce at https://orcasislandchamber.com/ and the San Juan Island Visitors Bureau at https://www.visitsanjuans.com/orcas-island.

The Position

JOB SUMMARY:

The Library Director serves as chief executive of the Orcas Island Public Library, responsible for leadership, direction, stewardship, and administrative oversight of daily Library operations, special projects, and community relations. The director leads the hiring and supervision of all other Library employees and volunteers.

The Director serves at the will of the five-member Library Board of Trustees appointed by the San Juan County Council. In consultation with the Library’s Board of Trustees, the Director develops an annual budget and provides direction and vision for the Library’s future.

ESSENTIAL JOB FUNCTIONS:

The Library Director is responsible for:

- General Management
- Personnel Management
- Fiscal and Budget Management
- Strategic Planning
- Community and Donor Relations
- Policy Development
- Program Development
- Capital Projects
- Serving as CEO to the Library Board of Trustees

QUALIFICATIONS:

The successful candidate will have a Master of Library Science (MLS or MLIS) degree from an American Library Association-accredited school and five or more years of progressively responsible professional library experience, with a minimum of three years of management and administration experience in a leadership role preferred.

The individual will have knowledge of effective library management principles, practices and technology, as well as demonstrated effective work within library systems and community groups. Preferred experience includes work with organizational boards, budget/financial management experience, and work within a public library system.

For full qualifications and responsibilities, please see job description.
Compensation & Benefits

**Salary Range:** $91,457-$108,305/year. Starting salary depending on experience and qualifications.

**Other Benefits:**
- Medical, Dental & Vision Insurance
- Life Insurance & Long-Term Disability Insurance
- Emergency Medical Evacuation Insurance
- Washington State Public Employees Retirement Systems Benefits
- Deferred Compensation Plan
- Vacation and Sick Leave
- 9 Designated & 2 Floating Holidays
- Relocation Assistance may be negotiable based on individual needs

To Apply

Qualified candidates are encouraged to apply at [https://www.orcaslibrary.org/jobs.html](https://www.orcaslibrary.org/jobs.html).

First consideration given to applications received by **3/28/22** (open until filled).

Orcas Island Library is an Equal Opportunity Employer