



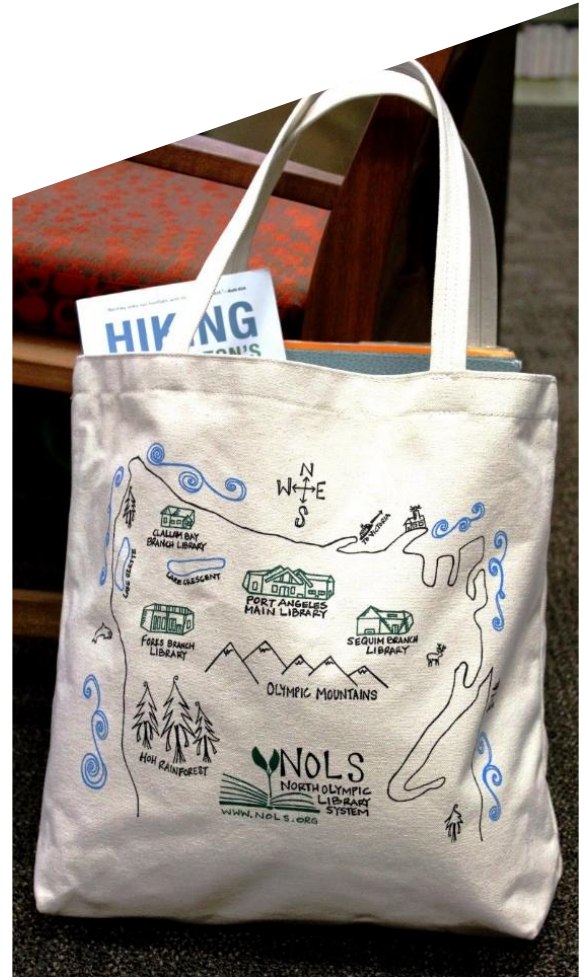
The North Olympic Library System  
invites you to consider the position of  
**PORT ANGELES LIBRARY MANAGER**

### **ABOUT THE NORTH OLYMPIC LIBRARY SYSTEM**

The North Olympic Library System (NOLS) is a junior taxing district serving all of Clallam County, Washington. The system includes the Main Library, Administration, and Outreach Department in Port Angeles, and branches in Clallam Bay, Forks, and Sequim. In late 2023, NOLS launched a Bookmobile service. NOLS staff currently consists of 61 FTE, annual circulation is about one million, and the 2025 operating budget is just under \$7.5 million.

### **ABOUT THE POSITION**

The Port Angeles Library Manager is responsible for managing the operations and public service staff of the Port Angeles Main Library. They provide leadership and direction to ensure delivery of high-quality customer-focused services. This position also oversees system-wide services, planning, decision-making, project oversight, and other management activities. The position supervises 14 library staff (11.5 FTE) and volunteers, and provides a full range of professional and paraprofessional library services, including all levels of circulation, information and technology instruction, readers advisory, information and referral, programming, and selection of materials, exercising independent judgment and working under minimal supervision.



***In this recruitment, NOLS is particularly interested in reviewing applications from candidates who have the skills, experience, and professional enthusiasm to enhance the Library in the following areas:***

- Clear and effective communication;
- Developing innovative and inclusive services;
- Community engagement for all ages;
- Training and supervising staff and volunteers;
- Working collaboratively with system-wide teams;
- Project management.

**JOB DUTIES INCLUDE BUT ARE NOT LIMITED TO:*****Management Team roles and responsibilities:***

- As a member of the NOLS Management Team, participates in system-wide policy and budget development, strategic planning, problem solving, and decision making;
- Provides leadership and management oversight to system-wide projects and committees;
- Works collaboratively with managers and staff to address system-wide needs and implement system-wide solutions;
- May be assigned responsibility for performing administrative level functions, on an interim basis, in the absence of the Executive Director;
- Participates in tactical planning to establish and maintain the library's business continuity/disaster recovery plan;
- Works with Administrative leadership staff and branch staff to develop and maintain NOLS' Strategic Plan.

***Department Management and supervisory responsibilities:***

- Manages and supervises staff and directs their schedules and work activities;
- Participates in hiring, provides orientation and training; counsels employees and addresses performance problems as needed, develops and conducts performance evaluations, works with staff to develop and accomplish annual work plans, participates in disciplinary action when required;
- Manages all public services in the Main Library, and coordinates services with those of other branches and departments;
- Supervises the work of volunteers assigned to branch library, schedules and assigns their tasks, participates in recognition of volunteers, assists with recruitment and retention of volunteers.

***Planning, development, and oversight responsibilities:***

- In coordination with Information Technology staff, plans, implements and maintains technology used by staff and library users;
- In coordination with Facilities staff, plans and implements capital improvement projects;
- Plans, develops, and implements programs and services that serve the needs of the library's service area and collaborates with system-wide work groups to meet system-wide needs;
- Prepares annual branch work plans;



- Develops Branch Library's annual budget request and funding requests to Friends of the Library group(s); participates in development of the system's annual operating and capital improvement budgets; manages expenditure of approved budget(s) and Friends of the Library funding;
- Supervises and delivers information and referral services: identifies patron information needs: assists patrons in locating and using appropriate sources;
- Supervises, performs and evaluates all circulation functions: assists in checking materials in and out, processing holds and routing materials;
- Recommends and implements operating procedures and practices and determines operational priorities; takes action to resolve operational problems;
- Oversees and insures appropriate handling of branch cash accounts and consistently accurate and timely transmittal of branch cash reports.

**General tasks and responsibilities:**

- Promotes good public relations and maintains effective working relationships with local leaders and stakeholders, and community groups;
- Serves as the liaison to Friends of the Library and maintains effective working relationships with Friends' leadership and membership;
- Promotes the library in the community and works with other NOLS staff to promote the library throughout Clallam County;
- Creates, organizes, prepares, and arranges public information to promote library events and services;
- Schedules and conducts public meetings, programs and tours;
- Works with Collection Management Team to maintain a dynamic collection of library materials that meets the needs of patrons in the community;
- Maintains the library in an orderly fashion and ensures a safe and pleasant atmosphere for staff and library users;
- Monitors the branch library's physical facilities, equipment, technology, and collection arrangement, and addresses short-term needs and issues to insure the health, safety and security of library staff and patrons.

**Other responsibilities:**

- Collects statistics and other data and prepares reports;
- Drives NOLS vehicle to NOLS libraries and other locations to perform duties;
- Seeks grants to support library programs and services; develops grant proposals and implements grant programs;
- Stays abreast of trends and best practices in librarianship and library technology and participates in continuing education as appropriate;
- May serve as Acting Executive Director, as assigned, in Executive Director's absence;
- Timely and regular attendance is an essential job function;
- Performs related duties as required.

## MINIMUM QUALIFICATIONS

### **Education, Experience, and Certifications:**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Typical education and experience would be:*

- Masters of Library/Information Science degree or equivalent;
- Washington State Librarian's Certificate (required if MLS);
- At least three years of experience working in a library;
- At least one year of supervisory experience;
- Valid Washington State driver's license;
- Good driving record clear of major traffic violations.



### **Knowledge and Skills Required:**

- Knowledge of public library services, systems, procedures and best practices;
- Ability to effectively manage a public library and ability to perform effective strategic planning, project planning and management;
- Familiarity with current and emerging library trends, services, technologies and practices;
- Ability to develop and manage budgets;
- Ability to conduct effective analysis and evaluation;
- Familiarity with standard workplace computer applications and equipment;
- Strong customer service attitude;
- Strong verbal and written communication skills.

## SALARY, BENEFITS, AND SCHEDULE

The 2025 salary range for this position is \$6,731.39 to \$7,421.36 per month (Range M7). In 2026, the salary range for this position is \$6,882.88 to \$7,588.37 per month (Range M7). Appointment may be made at any step, dependent on experience and qualifications.

The benefits package includes:

- 5 days paid personal leave per year;
- 5 days paid management leave per year;
- 15 days paid vacation leave per year (increases after 4, 9, and 15 years of service);
- 11 paid holidays per year;
- 12 days paid sick leave per year;
- PERS retirement plan and Social Security;
- Medical insurance coverage available for employee with dependent coverage option by payroll deduction (2026 employee portion toward the total premium for subscriber-only coverage is between \$0 and \$52.35 per month);
- Dental insurance coverage available for employee with dependent coverage added at no extra cost (2026 employee portion toward the total premium is \$2.86 per month);
- \$1750 annually for employer-funded Health Reimbursement Arrangement (HRA);
- Employer-paid vision coverage for employee and all family members;

- Employer-paid Employee Assistance Program (EAP);
- Employer-paid life insurance;
- Deferred compensation plan available with employer match up to \$30/month.
- Bilingual pay stipend of between \$40 to \$80 per month, if applicable.

This is a full time (37.5 hours per week) management position and is exempt from FLSA. The position is Union represented; AFSCME Local 1619L. The schedule for this position will regularly include evenings and weekends. The primary work location is the Port Angeles Main Library. The position may be assigned to work at other NOLS facilities as needed.

## **WORKING CONDITIONS**

Duties are generally performed indoors. Evening and weekend hours are regularly required. Work is performed extensively at a computer work station with periods of prolonged sitting or standing. Work station may be shared with other staff. Work requires frequent interaction with co-workers and with the public. Environment includes normal range of noise and other distractions, working around standard office equipment and specialized library equipment. Facilities are smoke-free; smoking is prohibited in all Library facilities and vehicles.

## **PHYSICAL REQUIREMENTS**

*Essential job functions require sufficient physical ability to work in an office setting and operate office and library equipment, including the following:*

- Continuous sitting; upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls and other office equipment; pinch grasp to manipulate writing utensils.
- Frequent side-to-side turning of neck; walking, standing, bending and stooping, pushing/pulling, twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards.
- Occasional squatting, kneeling; reaching above and at shoulder height, lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.
- Ability to push, pull, load, unload, and maneuver heavy book carts.
- Ability to work a varied schedule (including evenings and Saturdays).
- Ability to travel between library locations using NOLS vehicle, personal vehicle or public transportation.



## ABOUT CLALLAM COUNTY

Clallam County has a population of about 70,000 people. It is located on the Olympic Peninsula of Washington. It consists of 2,670 square miles and stretches across the northern tier of the Peninsula from Cape Flattery, the westernmost point on the continental United States, to Discovery Bay. It is bounded on the north by the Strait of Juan de Fuca and on the south by the Olympic Mountains.

The county includes miles of unspoiled coastline, spectacular mountains and much of Olympic National Park, vast forests including temperate rain forests, and acres of farmland, including Sequim's famous lavender fields. Recreational opportunities abound, including hiking, camping, bicycling, birding, kayaking, golf and cross country skiing.

Native nations that share a geographic area with Clallam County include the Jamestown S'Klallam Tribe, the Lower Elwha Tribe, the Quileute Tribe and the Makah Tribe.

The Seattle metropolitan area is approximately three hours away. The city of Victoria, British Columbia is a short ferry ride from Port Angeles.



## HOW TO APPLY

Applications will be accepted until the position is filled. Priority consideration will be given to applications received by **4PM ON FRIDAY, DECEMBER 19, 2025.**

Required application materials for this position include:

- ☐ Completed [NOLS application form](#) (*references will not be contacted until mutual interest is established*);
- ☐ Cover letter explaining your interest in working for NOLS and summarizing the skills and abilities that make you a top candidate;
- ☐ Current resume.

All materials must be included in order for application to be complete. Incomplete applications will not be considered.

## SUBMIT APPLICATIONS BY EMAIL TO [HR@NOLS.ORG](mailto:HR@NOLS.ORG).

*To avoid firewall submission problems, please use simple file names that do not include any hyphenation or extra periods.*

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This announcement is meant only as a general description and recruitment guide and is subject to change. It reflects the general information considered necessary to describe the essential functions of the job and shall not be construed as an exhaustive statement of duties, responsibilities, or requirements that may be inherent in the job. It is not intended to limit or modify the right of any supervisor to assign, direct, or control the work of employees under his/her supervision. The use of a particular expression to describe duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Further, this announcement does not constitute an expressed or implied contract or an offer of employment. If special accommodations are required during the hiring process, please inform the Executive Director. The North Olympic Library System will consider the possibility of reasonable accommodation for all essential job functions.

All Library facilities are smoke-free, and smoking is prohibited in all Library facilities and vehicles.

The North Olympic Library System is an Equal Opportunity Employer.