KING COUNTY LIBRARY SYSTEM
Job Description

Title: Director of Strategy  
Dept.: Strategy  
Job Code Number: 20013  
Reports to: Director  
Grade Number: 25, Non-represented  
Effective Date: January 2019  
FLSA Status: Exempt

General Position Summary:

As a member of KCLS Leadership Team (KLT) the Director of Strategy ensures the organization’s existing systems, structure and culture are all aligned to the organization’s strategic plan and values. Creates and stimulates internal and external relationships, develops strategic solutions and plans that best fit the organizational and patron needs. This position utilizes market trend impacts and internal data analysis to ensure the long-term health of the organization and recommends courses of action needed to remain viable.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Generates organization and community-wide engagement in strategic direction through dynamic and frequent engagement. Responsible for creation and launch of processes and projects across the organization in partnership with other departments.
2. Examines organizational strengths and weaknesses internally and externally. Identifies and builds strategic capacity and competence at key points in the organization. Assesses and plans for organization growth in line with strategic purpose of organization.
3. Manages the coordination and implementation of special projects which may require cross-functional engagement with key staff across the organization, or with external stakeholders, ensuring successful project completion against deadlines, as appropriate.
4. Assures organizational strategy is synthesized in a concise and easy-to-communicate way that the organization can seamlessly translate into action. Ensures coordinated and timely flow of information and communication to key constituencies, cultivating an effective and productive customer-service oriented environment.
5. Oversees organizational knowledge management systems and associated analyses. Leads the organization in developing, managing and maintaining data analysis tasks, as well as the development of internal and external databases and reports. Oversees staff producing analytics, research and staff providing internal trainings in support of strategic direction.
6. Conducts ongoing frequent strategic deliberation with library managers. Assists teams to support dynamic change of the organization to stay relevant and aware of organizational threats and opportunities. Works with teams to prioritize strategic approaches.
7. Assists Library Director with reallocation of resources to more effectively deliver on organizational strategy. Develops and administers assigned portions of annual budget.
8. Establishes and maintains effective lines of communication among internal and external
groups.
9. Ensures the development and maintenance of relationships with elected officials and other
   community leaders, and communicates effectively on issues of mutual interest.
10. Provides leadership for a robust program of staff training and development that is closely
    aligned with KCLS strategy and future.
11. Ensures that appropriate metrics and evaluation tools are being used to demonstrate the
    effectiveness and impact of KCLS programs and projects.
12. Annually reviews and updates aspects of the Strategic Plan working with internal and
    external stakeholders.
13. Performs other related activities or special projects as assigned.

Secondary Duties:

1. Runs the strategic visioning/planning process within and outside the organization.
2. Engages and manages strategy-based consultants for organization.

Core Competencies:

Valuing Diversity
Manages relationships with all kinds and classes of people inclusively and equitably; respects,
values, and encourages the unique dimension each employee adds to the organization and each
member of the community brings to the whole. Seeks opportunities to learn about differences.

Customer Focus
Primarily focused on customer needs, able to deliver high quality, value added services.
Constantly strives to find new ways to increase customer satisfaction and understanding, foster
equitable services, and forge meaningful connections.

Ethics, Values and Judgement
Exercises best judgment, trustworthiness, and professional standards of conduct; consistently
demonstrates organization’s values, moral principles, and accountability through behavior,
character, and action. Defends intellectual freedom and confidentiality.

Professional and Technical Knowledge
Demonstrates proficiency in professional and technical skills and/or knowledge in position-
related areas; purposely keeps up with current developments and trends in areas of expertise, in
order to better foster personal success and connections for others.

Coaching and Counseling
Facilitates the development of other’s knowledge, abilities, and skills to fulfill job and role
responsibilities more effectively. Provides timely feedback, guidance, and encouragement to help
others achieve better performance and goals; builds confidence of others.

Managerial Courage
Tactfully provides direct and actionable feedback in a timely manner, is open and direct but not
intimidating; deals head-on with people and problems even in the most difficult situations.

**Decision Quality**  
Makes decisions and solves problems, can deal adeptly with varied levels of complexity, ambiguity, and risk; takes responsibility and accepts ownership for decisions regardless of outcome. Responds promptly and appropriately in crises situations.

**Vision and Strategic Thinking**  
Supports, promotes, and ensures alignment with the organization’s vision, mission, and values; holds big picture view while setting priorities, often uses breakthrough strategies to find the way forward.

**Drive for Results**  
Focuses on results and desired outcomes and how best to achieve them; does not confuse effort with results. Gets the job done.

**Accountability**  
Holds self, direct reports, and others accountable for achieving intended outcomes; follows up and monitors progress to ensure that things stay on track; models organizational values and norms.

**Managing Change**  
Embraces organizational changes and their rationale, models behavior needed during improvements in organization’s effectiveness, competitiveness, and public service delivery; manages own reactions and supports others in the process.

**DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:**

- Masters of Library Science degree from an American Library Association accredited school of Librarianship and Washington State certification as a Librarian.
- Minimum eight years’ directly related, progressively responsible, supervisory/management experience in a public library.
- Minimum five years’ experience in public library as a professional librarian.
- Strategy or management consulting experience.

**SPECIAL REQUIREMENTS**

Washington State Certification in Librarianship.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is changing tasks depending upon the shift and will at times frequently stand and walk and up to constantly sit. Will occasionally reach up
or down and frequently reach out. Neck rotation and twisting in waist may be up to occasional. Constantly using hands in conjunction with finger use and up to frequent keyboarding, this handling or keyboarding may be repetitive up to occasionally. Occasionally operating foot controls. The employee will occasionally lift 10 pounds and seldom lift up to 20 lbs. Employee will seldom push/pull carts and wheeled equipment with light force.

WORK ENVIRONMENT

Job is primarily performed indoors in a typical office setting, and involves extensive close work including use of a PC monitor. Incumbent must be available for evening and early morning meetings, and able to serve on-call. Extensive travel within the service district is required.

Advancement Possibilities:
Director

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: ____________________

Director of HR