



## Job Description

# Snohomish County Bicycle Library Program Manager “Head Librarian”

*Temporary, Salaried, Non-Exempt, Full-Time*

### Overview

The Snohomish County Transportation Coalition (Snotrac) seeks an energetic, go-getter who is passionate to improve the lives of priority populations through the power of electric cargo bicycles for transportation trips.

Snotrac is a nonprofit organization that advocates for improvement in transportation service and solutions. Snotrac is especially focused on closing mobility gaps for priority populations, including people with disabilities, older age, youth, and low incomes, as well as people of color, tribal members, and immigrants. We conduct our work through community engagement, public education, coordination of resources, strategic partnerships, and mobility navigation and travel training.

This position will lead the establishment and management of a new bicycle library system at 10 sites across Snohomish County. Each site will be hosted by a nonprofit or public social service agency, such as at food banks, recreational facilities, community resource centers, and actual book libraries.

The bicycle library system is funded by a grant from the Washington State Department of Transportation until June 30, 2027. This position will terminate at the end of the grant period.

### Duties and Responsibilities

1. Setting up and maintaining the online checkout system.
2. Training host site staff on how to check out and check in bicycles, and how to safely ride, park, and maintain bicycles.
3. Establishing a training program for clients of sites on how to safely ride, park, and maintain bicycles, including providing the trainings and managing a team of Snotrac Mobility Navigators to provide the trainings.
4. Managing part-time Mobility Navigators who are specialized in the bike library program. Management of Mobility Navigators will be closely coordinated with the Snotrac Public Affairs & Mobility Navigation Program Manager, who has direct supervision over the Navigators.
5. Communicating closely with our contracted maintenance service provider to ensure all bikes are in good working order.
6. Organizing and leading monthly social bicycle rides with the host sites.
7. Promoting and marketing the bicycle library.
8. Monitoring equipment conditions and managing tools and supplies inventory.
9. Grant reporting.
10. Other duties as assigned, including support of community outreach and engagement efforts across program areas.

### **Required Qualifications**

- Knowledge of how to properly maintain bicycles.
- Passion for transit and bicycling as forms of transportation.
- Passion for addressing past injustices to priority populations, including low income individuals and People of Color.
- Strong oral and written communication skills.
- Attention to detail, prioritization of tasks, strong time management and organizational skills.
- Excellent interpersonal, teamwork, and diplomacy skills.
- Self-motivated, energetic learner with a good sense of humor, and able to both take self-initiative and take directions as a team member.
- Proven past leadership experience.
- Ability to reliably get to host sites, whether by driving, riding the bus, or bicycling.
- Ability to lift 75 lbs.

### **Preferred Qualifications**

- Demonstrated success in training and managing a staff team.
- Experience in working at a bicycle shop, or equivalent knowledge and skills.
- Experience in working with social service nonprofits and agencies.
- Experience in leading community bicycle rides.
- Certified bicycle education instructor, such as through the League of American Bicyclists.
- Bilingual.
- Lived experiences of People of Color, tribes, and people with disabilities, low income, youth, and/or older age.
- Residence in Snohomish County.

### **Background Checks**

- Because Snotrac works with youth, people with disabilities, and older adults, Snotrac screens potential employees for crimes against children, sexual assaults, other crimes, and motor vehicle violations.

**Reports to:** Executive Director

**Location:** Hybrid: weekly in-person check-in meeting at Everett office; frequent in-person activities throughout community; and work from home as schedule allows.

**Equipment:** MS Surface tablet will be provided with necessary software. Home internet and personal cell phone use will be compensated.

### **Compensation:**

- \$70,000 - \$75,000 per year
- Up to \$300 per month contribution toward health insurance
- Flexible hours
- Paid Time Off: federal holidays, accrued sick leave, accrued vacation time.

### **Equal Opportunity Employer**

Snotrac is an equal opportunity employer. We value the importance of creating an environment in which all employees can feel respected, included, and empowered to bring unique ideas to the organization.

Our diversity and inclusion efforts include embracing different cultures, backgrounds, and viewpoints while fostering growth and advancement in the workplace.

**To Apply**

- *Submit cover letter and resume by email to Brock Howell, Executive Director, at [brock@gosnotrac.org](mailto:brock@gosnotrac.org); indicate "Head Librarian" in the subject line.*
- *No phone calls please.*
- *Position open until filled. Applications will be reviewed as submitted, starting March 14.*