

Position Description

Library Director



FLSA: Exempt **HOURS:** 40+ hours per week **CENTER:** Administration

POSITION DESCRIPTION: Responsible for the planning, implementation, supervision and evaluation of all library services and programs.

SUPERVISION RECEIVED: Works under the direct supervision of the Board of Trustees.

SUPERVISION EXERCISED: Oversight of all staffing of Library; directly supervises Public Services Director, Administrative Services Director; Development Director; Literacy Director.

ESSENTIAL FUNCTIONS:

Directs the development and implementation of long range and strategic planning

With the Board of Trustees, develops a vision for the library and successfully implements change when needed. Directs the development and implementation of a long-range plan in concert with staff, Board of Trustees and community.

Develops and implements library policies in conjunction with Board of Trustees

Initiates the preparation and presentation of policies for Board approval, as required. Reviews policy manual annually and recommends revision for adoption by the Board of Trustees.

Leads and motivates staff members

Ensures the library attracts, retains and develops people to maximize the collective skills of the organization. Models a style of leadership that creates an atmosphere of cooperation and positive, open communication among staff members. Embraces and actively encourages a climate of diversity. Utilizes purpose-based recognition systems in order to retain and attract top quality employees. Oversees the development of a competitive compensation and benefit package.

Retains primary responsibility and oversight for the operating and capital budget

Ensures that library funds are expended in a manner that reflects the library's goals and is within the budget authorized by the Board of Trustees. Ensures financial records are kept as prescribed by law and generally accepted rules of accountancy. Oversees that new revenue sources and collaborations with other organizations and profit-centered approaches to services within the business community are sought.

Maintains inter-governmental and community relations

Maintains a presence in the community ensuring the success of the library's partnerships and other relationships. Possesses strong public relations and library marketing skills; understands the value of networking and community building with the broad range of citizens, cultural groups and community organizations.

Serves as the Mesa County Libraries' advocate and spokesperson

Acts as the primary spokesperson on appropriate and relevant topics. Also represents the library as a member of professional organizations in the wider library community as well as other relevant organizations within the county and state.

ESSENTIAL KEY COMPETENCIES:

PROFESSIONALISM: Proactively engages in making the library a success by working effectively to accomplish objectives in own position and by building consensus on common goals. Demonstrates sound professional judgment and demeanor both within and outside the library. Initiates and maintains vital community relations while possessing strong political acumen. Continues lifelong learning and professional development by formal and informal training. Attends and/or serves on boards of regional and national library associations.

CUSTOMER SERVICE: Anticipates, assesses, and responds effectively to the needs of diverse customers both internal and external. Delivers and promotes excellent internal customer service behaviors which enables the library staff in turn to consistently deliver excellent external customer service.

TEAMWORK: Leads strategically and builds consensus. Models team-building and a participative management style. Promotes a culture of integrity, openness and honesty. Commits to a philosophy of dynamic and shared leadership, including the concepts of employee participation and empowerment.

COMMUNICATION: Establishes strong, supportive, cooperative working relationships and positive communications with staff, board members, and community members. Actively solicits feedback on performance as a leader and maintains a heightened level of self-awareness. Speaks effectively in individual or group situations. Demonstrates superb written and oral communication skills. Takes responsibility for facilitating information exchange among Board of Trustees and staff members.

INITIATIVE / SELF-MOTIVATION: Promotes innovative and creative ideas. Embraces risk-taking as a growth technique for self and staff. Willing to make necessary changes to promote increased expansion of library services in the Grand Valley community.

ORGANIZATIONAL AWARENESS: Champions intellectual freedom. Embraces the goal of hiring and retaining a diverse workforce. Knowledgeable of MCPLD activities and current issues.

WORK HABITS: Makes sound decisions in a manner consistent with the essential job functions.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

Knowledge and current awareness of library principles, practices, procedures, methods, materials, and philosophy

Knowledge of legal and political issues affecting public libraries

Knowledge of best practices in leadership, public libraries, accounting, human resource management

Skill in organizing, managing and motivating people
Skill in preparing and presenting management and technical reports, budgets, and other presentations
Ability to set clear objectives with measurable outcomes
Ability to maintain objectivity and handle controversies with discretion and tact
Ability to work collaboratively with stakeholders and to continually articulate and realize a vision for the development of the library
Ability to be an agent of change while also demonstrating sensitivity to staff and community concerns
Ability to lead and mentor staff on fostering relationships with the public
Ability to leverage existing library resources to maximize services for the public
Ability to access, input, and retrieve information from a computer
Ability to work a varied schedule as required with occasional travel

PHYSICAL REQUIREMENTS:

Ability to maneuver about the library in a timely fashion
Ability to infrequently lift and carry up to 25 pounds with occasional standing, reaching stooping, bending, and climbing onto a step stool or ladder
Read a minimum print size equal to 10 point Times New Roman font

WORKING CONDITIONS:

Work in an office environment
Sustained posture in a seated position for prolonged periods of time

EDUCATION & EXPERIENCE:

Eight to ten years of progressively responsible supervisory experience in a medium-sized public library and at least five years of executive level experience as a director of a smaller library system or deputy, assistant, or associate director of a comparable system to Mesa County Libraries

MLS or MLIS degree from an ALA accredited graduate program; ability to present official transcripts at time of interview

Demonstrated participation in continuing education in library management systems