

LIBRARY DIRECTOR - JOB DESCRIPTION

Job Overview

Under broad policy guidance and direction from the Library Board, the Library Director:

- Provides leadership and vision to fulfill the mission of the Library District.
- Implements policies and directives of the Board of Trustees and supports the Board's governance and fiduciary responsibilities.
- Is responsible for all operations of the District including Human Resources, Finance, IT, Technical Services, Customer Service, Communication, Facilities, and Public Services which includes Children's Services, Teen Services, Adult Services, and Mobile Services.
- Performs professional and administrative duties in planning, developing, implementing, and directing public library services.

Essential Functions

- Provides leadership in developing and implementing a strategic framework; directs strategic planning and annual plans for services, facilities, staffing, and technology; broadly communicates goals and objectives and monitors progress utilizing relevant metrics.
- Oversees the District organizational structure; manages and directs major functions, activities, and services; reviews and evaluates results and initiates corrective action as needed.
- Manages multiple sites and creates cohesion and collaboration amongst facility-dispersed staff.
- Creates a climate of acceptance for new library concepts, programs, and services. Encourages use of new and expanding technologies to improve members' experiences, and staff productivity; presents a positive image of the District through effective working relationships with the Board of Trustees, District personnel, government officials, area libraries, community organizations, and the general public.
- Actively participates in representing and promoting the library in a variety of venues, organizations, and activities within the community.
- Engages the library in cooperative activities and partnerships with other libraries, agencies, and organizations.
- Works with the Board President to develop meeting agendas; attends Board meetings; advises the Board regarding library system policies, procedures, and operations. Ensures all Board meetings comply with the Open Meetings Act and official records are maintained
- Develops and/or recommends new or revised policies, programs, services, or operational procedures for Board action or approval; ensures the Board is provided with the information necessary to meet its fiduciary responsibilities; ensures the policies, goals, and directives of the Board are implemented; interprets policies, plans, and decisions of the Board of Trustees to District personnel and the general public. Works with the Library District attorney to ensure compliance with State and Federal regulations.

- Develops and administers the District's annual budget. Works to develop accurate forecasts of revenue and expenditures designed to be understood by Board members and the general public.
- Responsible for annual reporting to the Colorado State Library and budget and audit reporting to the Colorado Department of Local Affairs and the Colorado Department of State.
- Oversees the employment, retention, promotion, transfer, and termination of library personnel consistent with approved personnel policies, rules, and regulations, and serves as final authority on all personnel matters.
- Fosters a continual learning environment that promotes career development amongst the library staff.
- Understands and shares information about the property tax levy and income from other sources.
- Serves as an official spokesperson for the District. Represents the library system at professional conferences, public meetings, activities, and events; makes presentations, gives speeches, attends and chairs meetings.
- Participates in professional library organizations. Maintains current knowledge of developments, trends, and issues in librarianship, library administration, public administration, and technology.
- Maintains current knowledge of existing and proposed state and federal laws and regulations affecting the District; communicates real and potential impacts, and the District's position, to appropriate parties. Interacts professionally and respectfully with the Board of Trustees, Library staff, Library attorney, and the public.
- Provides excellent internal and excellent customer service demonstrating the ability to communicate effectively with people regardless of age, race, sexual orientation, socio-economic background, gender identity, or ability level.

Autonomy

- Work is performed under the general direction of the Library Board of Trustees.

Supervisory Responsibility

- Supervision extends to the entire staff of the library system but is exercised directly through key professional subordinates who manage organizational departments of the District.

Education and Experience Required

- Master of Library Science degree (MLS) or Master of Library and Information Science degree (MLIS).
- At least five years of progressively responsible experience in a senior administrative/management position or any combination of education and experience that demonstrates the ability to successfully perform the requirements of the position.
- Experience in reporting to a policy-making board is highly desirable.

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Knowledge, Skills, and Abilities

- Knowledge of principles, methods, and practices of library science and administration
- Knowledge of public management principles as they relate to library operations and administration (budgeting, planning, fundraising, etc.)
- Ability to analyze library system services concerning the needs of the community and to redirect library services consistent with changing public needs and established library policy.
- Ability to establish and maintain effective working relationships with community leaders, public officials, professional groups, and the general public.
- Ability to set standards for professional library conduct, ethics, and core values.

Work Environment

Position may require being up and moving around the library district's multiple facilities and at times stationary at work station. The job requires stooping, bending, squatting, and stretching. Occasional lifting, such as three or four reams of paper, four or five books, or other materials (up to 25 pounds) may be required. Required to use motor coordination with finger dexterity (with keyboard, shelving), eye-hand coordination, data entry, and computer use for accessing information. Should be conscious of appropriate ergonomics and workstation setup.

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all responsibilities and qualifications required for the job.

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