



Job Description Executive Director

Supervisor:

Library Board of Trustees

Position Overview:

Under the direction of the Library Board of Trustees, the Director is responsible for the planning, implementation, supervision and evaluation of all library services and programs to include strategic planning.

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, implementation, and evaluation of a long-range plan in concert with Board of Trustees, staff and community.

- **Develops and implements library policies in conjunction with Board of Trustees**

Drafts and recommends policies for Board approval. Oversees the administration of policies, reviews policies on an on-going basis, and recommends revision as needed.

- **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. Recruits, trains, evaluates, and terminates all staff. Promotes staff development by providing opportunities for staff to attend workshops and conferences.

- **Retains primary responsibility and oversight for the operating and capital budget**

Prepares the annual budget for Board review and approval. Administers and monitors expenditure of library funds within budgetary guidelines. Works with Board to review monthly reports and keep abreast of various funds and accounts. Prepares County, District, State and Federal reports pertaining to Library budget and statistics. Acts as a conduit between the Board, staff, and Friends to ensure smooth

implementation of fundraising activities and grant writing.

- **Maintains inter-governmental and community relations**

Maintains a presence in the community ensuring the success of the library's partnerships and other relationships. Directs a public relations program to promote and publicize the library's collections, services, and programs within the community.

- **Serves as the Mancos Public Library's advocate and spokesperson**

Acts as the primary spokesperson on appropriate and relevant topics. 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.

- **Plans, implements, and evaluates library services**

Oversees library programs including circulation, reference, volunteer program, children's services, and adult services. Maintains a relevant collection of print and non-print materials; including the selection, organization, withdrawal, and disposal of materials. Supervises the utilization and maintenance of technology to deliver, monitor, and enhance Library service.

- **Oversees utilization and maintenance of the physical plant, grounds and equipment**

Schedules and supervises contract services and maintenance personnel. Purchases equipment and furnishings as needed. Provides leadership and direction for major development projects including construction and renovation of facilities.

- **Provides staff support to the Board of Trustees**

Prepares agenda, financial reports, business items for action, and a report of library operations for the monthly Board meetings. Provides professional expertise and guidance to the Board concerning library legislation, trends in public libraries, and other pertinent issues.

- **Professional development**

Maintains membership in professional library associations and attends conferences, workshops, and meetings to stay informed on current issues related to library management and services.

ESSENTIAL KEY COMPETENCIES:

PROFESSIONALISM:

Proactively engages in making the library a success by working effectively to accomplish objectives in own position by building consensus on common goals. Demonstrates sound professional judgment and demeanor within and outside the library. Initiates and maintains vital community relations while possessing strong political insight. Continues lifelong learning and professional development by formal and informal training.

CUSTOMER SERVICE:

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

TEAMWORK:

Leads strategically and builds consensus. Models team-building and a participative management style. Promotes a culture of integrity, openness and honest. 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. 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.

ORGANIZATIONAL AWARENESS:

Champions intellectual freedom. Embraces the goal of hiring and retaining a diverse workforce.

EDUCATION AND EXPERIENCE:

Five years of executive level experience as a library director or equivalent work environment showing high level of decision making and increasing responsibility.

Four year college degree.