



Director Position
July 2017

Please take this position descriptions home and decide if your skills might be a good match for this position.

If you have questions about the position,
please see Amy Moulton.

If you decide to apply, please provide a resume that relates to the position description and a cover letter explaining why you want to work at this library.

Turn your resume and cover letter in to Amy Moulton by 5:00 pm on Friday, July 28, 2017.

NOTE: If you are a finalist for the position, State Law requires that your name and resume be posted publicly for two weeks before a final decision is made.

Thanks for your interest in working here.

POSITION DESCRIPTION
DIRECTOR
WEST CUSTER COUNTY LIBRARY DISTRICT

I. POSITION PURPOSE

Under supervision of the Library District Board of Trustees, the Director manages the entire Library system and facility. The Director, as a leader in the community, represents the Board of Trustees' long range goals. The Director ensures that the library is a welcoming place where learning and ideas can take root and grow, a place where people from all parts of the community are comfortable, an archive for historic information, and a center for cultural activities. The Director must communicate effectively with the Board of Trustees, staff, community, and library patrons. The Director must exercise professional skills, fiscal responsibility, leadership, strong communication and administrative skills, initiative, and independent judgment.

II. PRIMARY DUTIES AND RESPONSIBILITIES

Technical Duties and Skills

1. Recommends, implements, tracks, and reports on monthly basis to the Board of Trustees on the annual budget, which will make best use of the financial resources available. Responsible for all purchasing and management of library financial accounts.
2. Ensures long term fiscal soundness of budgetary policies and practices.
3. Explores and develops new avenues for funding as appropriate, including grant opportunities and donations. Assists Board and Friends with Spirit Campaign and other fundraising as needed.
4. Ensures that the library's risk management practices are approved by the Board of Trustees, updated regularly to comply with relevant federal, state, and local law, and implemented to minimize risk to the organization. These include, but are not limited to: procurement and contracting, worker safety, building design, insurance requirements, and Library Law.
5. Purchases and operates the equipment required to offer basic library services and to run the business. These include, but are not limited to, computer systems and equipment, software and digital technology systems, copiers, fax and printing equipment.
6. Selects and monitors the optimal Integrated Library System for this library, and oversees acquiring and cataloging of library collection by Assistant Director. System must be accessible to all patrons.
7. Willing and able to cover duties of circulation desk staff including using the library's computer system, other databases, standard print, reference and periodical literature to assist patrons in locating materials and finding information; Troubleshoots library and patron computer issues as needed.

8. Maintains library facility: recommends long range capital improvement plans to the Board of Trustees, ensures that facility is maintained and cleaned to maximize life span of building.
9. Keeps up on technical and library expertise by attending appropriate seminars, training sessions, etc., both in person and online.

Administrative Duties and Skills

1. Develops and implements policies, services, programs, and resources to meet the immediate and long range goals of the Library Board of Trustees, the organization, and the community.
2. Employs effective management techniques in directing, planning, organizing, scheduling, staffing, coordinating, budgeting, and evaluating library operation.
3. Responsible for orientation and training of staff, Board members and volunteers.
4. Implements personnel regulations, reviews of staff performance and approves new staff appointments, training, promotions, discipline, and dismissals.
5. Analyzes relevant influencing factors such as the legal, physical, and statistical aspects and their effects on the library operation.
6. Provides open avenues for the critical review of library operations by the Board of Trustees and public, including acquisition, circulation, internet use, library visits, personnel management, and financial administration.
7. Directs investigation of new trends in specific library programs and facilitates testing of new techniques, materials, and equipment for improvement of library operation.
8. Seeks to increase library user population through innovative new programs as well as continued use of successful programs. Maintains balance by discontinuing programs that are less effective.
9. Assists Board-selected auditor in completing a voluntary annual audit.
10. Uses Board of Trustees' established collection policies to oversee the selection of appropriate new materials, weeding of the current collection, and screening of donated materials.
11. Cooperates with Colorado Library Consortium and other libraries to encourage and make use of information exchange and services.
12. Handles multiple tasks with frequent interruptions.
13. Manages Community Room scheduling, payments, and contracts.

Public Relations Duties and Skills

1. Serves as executive officer to the Board of Trustees and as representative of the library in the community. Promotes staff participation and partnerships with relevant community organizations.
2. Regularly seeks community input and ideas about library services, and keeps the Board of Trustees informed of these. Relates library services to needs of community.

3. Supervises and motivates staff and volunteers to achieve a positive work environment. Oversees contractors such as bookkeeper, housekeeping staff, auditor and repair people.
4. Speaks to community groups and local press about Library programs.
5. Ensures Library environment is inviting and stimulating, clean and organized, including public areas, offices, restrooms, and lobby.
6. Resolves complaints in sensitive and responsible fashion; knows how to use problem solving skills.
7. Helps Friends of the Library identify library needs that the Friends can support. Attends Friends meetings regularly and fosters a positive relationship with the Friends Board.

III. EDUCATION, EXPERIENCE, SKILLS, AND ABILITIES NEEDED

Education: Required: College Degree. Desired: MLS or related Masters Degree.

Experience: Required: Credibility, integrity, sense of humor and curiosity, willingness to learn new skills. Proven background of managing and leading a team while working under direction of a board and exercising independent initiative. Two years minimum in business, management and supervision. Proficiency in standard computer applications, software and systems. Experience with budget development and implementation. Desired: Previous work in libraries or government, thorough knowledge of principles and practices of modern librarianship and of library administration.

Skills and Abilities: Required: Strong written and verbal communication, listening skills and problem solving skills. Reads, writes, speaks, and understands English. Ability to respond appropriately to vision and long range plan of the Board of Trustees; ability to provide information necessary for the Board of Trustees to make sound decisions. Ability to plan, direct and coordinate the activities of others, work well with a community and staff, and make sound and independent decisions. Ability to multitask, handle complex and detailed work, follow tasks through to completion despite frequent interruption. Ability to function well under flexible and changing conditions. Working knowledge of computers, databases and social networks as well as mobile devices such as smartphones and tablets. Ability to prepare written and oral reports. Ability to make public presentations. Ability to lift, carry, push, and pull. Ability to stand for extended periods. Ability and willingness to travel in order to further education or represent Library.

July 3, 2017