

POSITION DESCRIPTION
DIRECTOR
WEST CUSTER COUNTY LIBRARY DISTRICT

I. POSITION PURPOSE

Under supervision of the Library District Board of Trustees (“Board”), 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, 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 a monthly basis to the Board 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. Monitors, and administers grants. Assists Board and Friends of the Library (“Friends”) with Spirit Campaign and other fundraising as needed.
4. Ensures that the library’s risk management practices are approved by the Board, 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 and patron 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 safety and economic life 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, the organization, and the community.
2. Employs effective management techniques in directing, planning, organizing, scheduling, staffing, coordinating, budgeting, and evaluating library operation. Considers equality, equity, diversity and inclusiveness in management decisions.
3. Responsible for orientation and training of staff, Board members and volunteers.
4. Implements personnel regulations, policies and compliance with all applicable governmental laws, 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, library policies, 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 accountant/auditor in completing annual Financial Review Letter and voluntary audits.
10. Uses the Board of Trustees' established collection policies to oversee the selection of 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 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 informed of these. Relates library services to needs of the community.
3. Supervises and motivates staff and volunteers to achieve a positive work environment. Oversees contractors such as bookkeeper, housekeeping staff, accountant/auditor and repair people.
4. Speaks to community groups and local press about Library programs.
5. Ensures the 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 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: Bachelor's Degree.

Desired: MLS/MLIS from an accredited ALA institution 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 (including Microsoft Office) 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, as a minimum, with other language proficiency a plus.
- Ability to respond appropriately to the vision and long range plan of the Board.
- Ability to provide information necessary for the Board 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.
- Familiarity with the pursuit and administration of grants.
- Working knowledge of budgets and financial record keeping.
- 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 and willingness to travel in order to further education or represent Library.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to walk, stand, sit, talk, and hear.
- Uses hands to finger, handle, feel or operate objects, tools, or controls.
- Reaches with hands and arms as in physically picking up files, papers and other common office objects.
- Must occasionally lift and/or move objects weighing up to 20 pounds such as files, books, supplies, etc.
- Vision and hearing at or correctable to normal ranges.