

Spokane County Library District

**CLASSIFICATION: E**

**POSITION TITLE:**

Executive Director

**GENERAL PURPOSE:**

Serves as Chief Executive Officer of Spokane County Library District. 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. With the support of the Executive Leadership Team, the Executive Director is responsible for all operations of the District including Human Resources, Finance, Technology, Communication, Collection Development, and Public Services.

**ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Provides leadership in developing and implementing a strategic framework; directs District-wide strategic planning and annual plans for services, facilities, staffing, and technology; broadly communicates goals and objectives and monitors progress utilizing relevant metrics. Routinely interprets goals and objectives to staff and the public and actively solicits input from the Board, staff and current/potential community constituents.

Oversees the District organizational structure; manages and directs major functions, activities and services; reviews and evaluates results and initiates corrective action as needed.

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.

Serves as secretary to the Board of Trustees. Works with the Board Chair to develop meeting documents such as agendas, resolutions, reports, and/or consultant or staff presentations; 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 maintained according to the State's Records Retention Schedule.

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.

Develops and administers the District's annual budget. Works with staff and the District's Chief Financial Officer to develop accurate forecasts of revenue and expenditures designed to be understood by Board members and the general public; recommends reallocation of resources as needed. 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.

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 in a professional and respectful manner with the Board of Trustees, District staff and the public.

Attends work on a regular and dependable basis.

Performs other duties as may be assigned to meet the needs of the District.

### **SUPERVISION:**

Work is performed under general direction of the Library Board of Trustees: Supervision extends to the entire staff of the library system, but is exercised directly through key professional subordinates who manage organizational divisions of the library system.

### **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:**

***Candidates selected for employment must satisfactorily demonstrate the following knowledge, skills and abilities during a prescribed trial period, and afterwards, for continued employment.***

#### **Knowledge of:**

- Principles, methods, and practices of professional library science and administration.
- Public management principles as they relate to library operations and administration-budgeting, planning, fund raising, etc.

#### **Skill in:**

- Sensitively and effectively responding to inquiries and complaints from members, regulatory agencies and the business community.

#### **Ability to:**

- Analyze library system services in relation to needs of the community and to redirect library services consistent with changing public needs and established library policy.
- Establish and maintain effective working relationships with community leaders, public officials, professional groups, and the general public.
- Ability to read, analyze and interpret business and professional journals, financial reports and legal documents.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to deal effectively with a variety of abstract and concrete variables.

**Physical Demands:**

*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 may be made to enable individuals with disabilities to perform the essential functions.*

An individual performing the duties in this position is required to sit or stand for long periods of time, as well as hear, speak and listen to effectively communicate with individuals or groups.

Must be able to use hands and fingers to handle, feel, or operate objects, tools, or controls such as a computer keyboard, mouse, or other device. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and ability to read materials in print or electronic format.

Minimal physical exertion is required.

Must be able to transport oneself to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

**MINIMUM QUALIFICATIONS:**

M.L.S. or equivalent and certification by the State Board for Certification of Librarians or the ability to obtain certification at time of appointment as required by RCW 27.04.055, and eight years progressively responsible professional library management experience with at least five years recent professional senior level management experience in a public library. Multiple-site management experience preferred and experience in an independent library district preferred. Advanced professional-level training in the areas of administration and leadership may be substituted for up to two years of experience (Certificate of Completion required).

Possession of a valid driver's license and normal risk insurability preferred.

**TOOLS AND EQUIPMENT USED:**

Personal computer, mouse, keyboard, monitor, and associated software. Cell phone and motor vehicle.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a variety of venues, including an office environment while sitting at a desk and using a computer; meeting and conference rooms; and community libraries. Travel to different locations, local, in-state and out-of-state, including overnight stays, to perform work and/or attend meetings is required. Requires personal interaction with elected officials, employees, representatives of businesses, civic, and government organizations and the general public. Meeting business and statutory deadlines, ability to adapt to changing conditions, interruptions, and working under moderate to high stress levels are requirements of the position.

***The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.***

***The job description does not constitute an employment agreement between the SCLD Board of Trustees and employee, and is subject to change as approved by the Board.***

FLSA Classification: Exempt                      Salary Range: E  
Revised 12/19/06; 04/19/11; 08/20/13 (Board of Trustees)