

**JEFFERSON COUNTY RURAL LIBRARY DISTRICT
JOB DESCRIPTION**

CLASSIFICATION TITLE: LIBRARY DIRECTOR

CLASSIFICATION SUMMARY:

The Director serves as the chief executive officer of the library and is responsible for the administration of all library functions within the goals, guidelines, and policies established by the Library Board of Trustees. This responsibility includes the organization and dissemination of information and services through the effective utilization of library resources. The director is also responsible for the facilities, financial management, and personnel of the library, under the governance and oversight of the board. The Director provides a leadership role within the library, the community, and the library profession. The Director serves as the official representative of the library. This is a full-time exempt position.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. General Administration and Management
 - A. Formulates and recommends policies to the library board
 - B. Implements library policies
 - C. Develops and implements library procedures
 - D. Prepares and submits an annual budget to the library board in a timely manner and directs and monitors revenue and expenditures
 - E. Provides monthly financial planning data to the library board to assist in establishing long and short-term financial priorities
 - F. Coordinates the development and implementation of the library strategic plan, including setting annual goals and reporting on progress to the library board
 - G. Negotiates and/or oversees contracts for services provided to the library
 - H. Employs management techniques effectively in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the library's operation
 - I. Directs the maintenance of the library building and grounds and recommends future space needs
 - J. Demonstrates leadership within the organization: Takes initiative, solves problems, effects change through the action of others, and encourages the development of other staff through a positive work environment
 - K. Prepares the Annual Report and submits it to the Board of Trustees, the Washington State Library and the Jefferson County Board of Commissioners
 - L. Orients new trustees and serves as a resource for trustee activities
2. Planning, Organization, and Evaluation
 - A. Plans, organizes, coordinates, and directs a balanced program of library services to meet the immediate and long-range goals of the library and the community
 - B. Identifies the standards of excellence for all operations
 - C. Evaluates the effectiveness of library services in relation to the changing needs of the community
 - D. Provides for critical review of internal library operations such as acquisitions, collections, circulation, etc.
 - E. Analyzes data affecting the library's operation including legal, physical, and statistical factors
 - F. Investigates new trends and specific library programs and facilitates testing of new techniques, materials, and equipment to improve the operation of the library
3. Personnel Management
 - A. Develops staff job descriptions, recommends and administers personnel policies
 - B. Hires, evaluates, promotes and terminates staff (except when library board consultation is required)

- C. Defines expectations for staff performance and sets goals for service and programming
 - D. Works to promote high staff morale
 - E. Supervises planning for optimum utilization of personnel
 - F. Provides in-service programs for employee training and development, encouraging staff input
 - G. Encourages staff education and professional growth at all levels by supporting participation in professional associations, workshops, seminars, and activities
 - H. Ensures that staff performance appraisals are done on a regular schedule
 - I. Acts as a consultant, mediator, and facilitator for staff
4. Community and Professional Development
- A. Recommends and administers public relations programs
 - B. Represents the library and speaks before community, civic, and other groups regarding the objectives and activities of the library
 - C. Establishes and maintains effective working relationships with other governmental agencies, civic and community groups, and the general public
 - D. Serves as official representative of the library in actions that legally bind or politically influence the library
 - E. Serves as a model to staff in the sense of professionalism, demonstrating strong professional ethics and keeping informed through professional literature
 - F. Supports and facilitates the work of the Friends of the Library
 - G. Attends professional and other meetings to maintain contact with other professional and library-related agencies
 - H. Participates in professional development opportunities to enhance managerial skills and maintains an awareness of new trends and developments in the library field
5. Fund Development
- A. Develops annual fundraising plan
 - B. Creates and implements annual appeals
 - C. Builds and nurtures a strong donor base
 - D. Looks for new revenue sources, collaborations with other organizations, and profit-centered approaches to services with the business community
6. Other duties as required

DESIRED QUALIFICATIONS:

PROFESSIONAL EXPERTISE

1. Master's degree in library science from an ALA accredited school
2. Professional certification in compliance with state law
3. Five years progressively responsible public library management experience, including at least three years' supervisory experience
4. Demonstrated experience in information technology and automated library services
5. Thorough knowledge of the philosophy and techniques of all facets of public library service
6. Visionary regarding library trends, the impact of changing information technology, and the amount of acceptable risk the board is willing to take in implementing new ideas
7. Ability to effectively motivate, direct, supervise, and delegate tasks and authority to staff in a manner conducive to full performance and high morale
8. Demonstrated competence in developing successful organizational structures
9. Demonstrated financial management skills
10. Ability to research and apply federal, state and local laws, rules and regulations applicable to library operations

PERSONAL QUALITIES

1. Ability to motivate, establish and maintain effective working relationships with trustees staff, volunteers, donors, other community agencies, governmental bodies and the general public
2. Effective interpersonal skills consisting of creative and diplomatic management abilities
3. Is a team builder and team player who values and develops a good rapport and communication with staff
4. Ability to delegate responsibility and authority
5. A desire to meet and serve the public
6. Ability to think analytically
7. Possesses strong organizational skills
8. Demonstrated dynamic motivational leadership skills
9. Ability to process information effectively to handle complex concepts and consider issues macrocosmically
10. Ability to present ideas clearly and concisely in written and oral form
11. Ability to exercise initiative and independent judgment
12. Highly developed verbal and written communication skills, social skills, and adaptability
13. Ability to make administrative decisions, develop policies and supervise staff
14. Ability to interpret community needs and interests
15. Ability to understand the particular characteristics and needs of Jefferson County along with a commitment to work for the success and future of the entire community
16. Patience
17. Integrity
18. Sense of humor

PHYSICAL DEMANDS:

Must be able to remain in a stationary position for extended periods of time; move about inside and around the library; regularly operate computers and other library equipment including copiers and printers; communicate with library staff and patrons; and generally monitor the library building.

WORK ENVIRONMENT:

Work is generally performed inside in a library environment. Work is performed on varied schedules, including weekends and evenings. May have some exposure to angry or hostile patrons.

Classification Specification: April 12, 2017