

Title: Executive Director

FLSA Status: Exempt

BRIEF DESCRIPTION:

The Executive Director is the key strategic leader of the Jefferson County Public Library (JCPL); he/she performs executive and administrative work directing all operations and activities of JCPL. The Executive Director plans, organizes, directs, evaluates and reviews the Libraries' resources, services and programs to support community outcomes and respond to community needs. Work includes providing vision and leadership for long range planning and implementing strategic goals plus developing and monitoring the budget. Work includes frequent contact with the Library Board, other County officials, local and State leaders, and other Library Directors regarding library services, funding and collaborative efforts. Other key duties include collaboration with the Jefferson County Library Foundation, oversight of marketing, and community outreach. Work is performed under executive direction of the Library Board of Trustees, in accordance with Board policies, and is evaluated annually by the Board for results obtained. This position directly supervises members of the Senior Management Team (SMT) and provides extended supervision to the entire staff of JCPL.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	L	STRATEGIC LEADERSHIP: Works with Board and JCPL staff to ensure that the mission, vision and values of JCPL are fulfilled through programs, services and community outreach. Responsible for leading strategic planning efforts and creating a strategic plan in coordination with the Board of trustees to ensure that the Library can successfully fulfill its vision and long range plans. Responsible for implementation of the library's programs and services to achieve organizational goals and carry out the organization's mission. Maintains membership in professional organizations, attends seminars and conferences for professional development of self and organization, provides leadership and training; demonstrates a positive, cooperative, team-oriented	25%

		working relationship with Library staff.	
2	S	<p>FINANCIAL PERFORMANCE: Develops and manages resources to ensure the financial health of JCPL. Responsible for the fiscal integrity of the library including planning and operation of annual budget, direction of budget preparation and administration of budget; submission to the Board of a proposed annual budget and monthly financial statements which accurately reflect the financial condition of the organization. Responsible for fiscal management including operation of the Library within the approved budget, oversight of contract negotiation and execution, development of capital plans to ensure maximum resource utilization, and maintenance of the organization in a positive financial position. Ensures collaborative work with the Foundation for fundraising and developing other resources necessary to support the library’s mission.</p>	20%
3	L	<p>COMMUNICATION: Represents JCPL and enhances the Library’s image by being active and visible in the community and by working closely with other professional, civic and private organizations. Serve as the face of the Library to key stakeholders, the organization’s constituents, the media and the general public. Represent JCPL at professional conferences, round tables and other events including public meetings; gives speeches and makes presentations. Establishes and maintains relationships with various organizations throughout the state and utilize those relationships to strategically enhance the Library’s Mission. Attends and chairs various meetings including Elected Officials, Library Directors; works with State Library and State legislature on collaborative efforts to achieve progressive Library legislation and funding for public libraries. Oversees all marketing and other communications efforts for JCPL.</p>	20%
4	L	<p>ORGANIZATIONAL OPERATIONS: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate. Responsible for effective administration of Library operations. Oversees the hiring, development and retention of competent, qualified staff. Final authority on all personnel matters including promoting, transfer and termination of JCPL personnel in accordance with personnel policies, rules and regulations. Responsible for signing all contracts, agreements, and other instruments made and entered into and on behalf of the organization. Develops and oversees implementation of Library policies and procedures for all functions and for the day-to-day operation of JCPL. Oversees collection development, facilities and technology. Evaluates Library programs and services and determines future actions.</p>	20%

5	L	<p>BOARD GOVERNANCE: Works with the Board so that they receive, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions. Responsible for leading the library in a manner that supports and guides the organization’s vision, mission and values as defined by the Strategic Plan. Reports to and works closely with the Board of Directors to seek their involvement in policy decisions; recommend new policies and advise Board of new concepts, procedures, technology and tools. Responsible for communicating effectively with the Board and providing periodic reports, including advising Board on contract and budget issues and progress towards strategic goals.</p>	15%
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JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	MLS/MLIS from a school certified by the American Library Association is required.
Experience	5 years of Library leadership/management experience is required, or any combination of training and experience which provides the required knowledge, skills and abilities.
Certification & Other Requirements	Ability to obtain Colorado Driver's License/State issued ID within statutory timeframe. On call 24/7 in crisis situations; may work some evenings, weekends and holidays.

ESSENTIAL SKILLS:

-Description of Job Success factors-
Knowledge of public management principles as they relate to public library operations and administration.
Transparent and high integrity leadership.
High emotional intelligence.
Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
Strong organizational abilities including planning, delegating, program development and task facilitation.
Strategic thinking plus the ability to convey a vision of the Library’s strategic future to staff, board, volunteers and donors.
Knowledge of professional library literature, library technology and technology trends.
Knowledge of public library goals, policies, programs and services.
Knowledge of the methods and practices of professional library science, communication principles and theories.
Skills to collaborate with and motivate board members and other community leaders.
Strong written and oral communication skills.
Ability to interface with and engage diverse employee, patron and community groups.
Demonstrated ability to lead, manage and supervise staff and teams.
Strong public speaking ability.

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Constantly <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	communicating with co-workers, making presentations, observing work duties
Sitting	F	desk work, driving, meetings
Walking	F	to other departments/offices/office equipment
Lifting	F	equipment, files, supplies
Carrying	O	equipment, files, supplies
Pushing/Pulling	F	equipment, file drawers, tables and chairs
Reaching	O	for files, for supplies
Handling	F	paperwork
Fine Dexterity	F	calculator, computer keyboard, telephone pad
Kneeling	O	filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	
Crawling	N	
Bending	F	filing in lower drawers, retrieving items from lower shelves/ground
Twisting	O	from computer to telephone, getting inside vehicle
Climbing	O	stairs, step stool
Balancing	O	step stool
Vision	C	computer screen, driving, reading
Hearing	C	communicating with co-workers and public and on telephone, listening to equipment
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	O	driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

PC/Laptop/General office equipment and computer software.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	N
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

