

## Executive Director

Grade: 85

FLSA Classification: Exempt

Department: Administration

Supervisor: Board of Trustees

Supervises: Collection Resources Manager, Associate Director of Branch Services, Associate Director of Community Engagement, Manager of IT & Innovation, Finance Manager, Associate Director of Human Resources and Facilities, Foundation Director, and Executive Assistant

Revised: 07/19/2017

**Role:** Performs executive and administrative work directing all operations and activities of the High Plains Library District, a multi-site, comprehensive library service system serving most of Weld County. The Executive Director plans, organizes, directs, evaluates, and reviews the Library's resources, services, and programs to respond to the needs of the community. Work includes planning and implementing the District's short and long-range goals, developing and monitoring budget resources, and oversight of staff and services. Work includes frequent contact with the Board and local and state leaders regarding library services, funding and collaborative efforts, as well as contact with member library directors to plan and discuss services. Work is performed under executive direction of the Library Board, in accordance with board policies and objectives and is reviewed for results obtained. Supervision extends to the entire staff of the library system and the Foundation.

### Major Duties and Responsibilities:

25% - PLANNING – Plans, develops, directs and implements library services for the District. Creates a strategic plan that will be used to develop long range plans and specific annual goals and objectives in coordination with the Board of Trustees; develops and oversees implementation of the policies for the District; evaluates library services and determines future action; oversees collection development, facilities, and technology; coordinates cooperative services for member libraries.

25% - LEADERSHIP – Leads the management team in goal setting, personnel administration, program initiation, training, problem solving and achievement of objectives; initiates change within the District by developing and implementing new systems, programs and technologies.

20% - FINANCE– Directs budget preparation and administration; negotiates and oversees contracts for services provided to the library; develops plans for capital expenditures; researches or supervises the preparation of statistical reports regarding library operation, finances and programs.

15% - LIBRARY BOARD - Recommends new policies and long-range library programs to the Library Board and advises Board of new concepts in organization, procedures, equipment, and technology through periodic reports; prepares reports for and advises the Board on progress toward goals, budget issues and planning.

10% - STAFFING– 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; provides leadership and training; demonstrates a positive, cooperative, team-oriented working relationship with library staff.

5% - COMMUNICATION – Represents the library system at various professional conferences and public meetings; makes presentations, gives speeches, attends and chairs meetings; works with State Library and State Legislature to achieve progressive library legislation and funding for public libraries and on collaborative efforts.

**Minimum Requirements:**

**Education:**

Master of Library and Information Science

Coursework in management or public administration

**Experience:**

5+ years of library management or any equivalent combination of education and experience that provides the critical success factors.

*Or any combination of experience and education which provides the success factors.*

**District Success Factors:**

Focuses on the customer  
Initiative  
Contributes to a positive work environment  
Strategic thinking  
Pursues personal development  
Continuous improvement  
Takes pride in the workplace  
Emotionally intelligent  
Tactful  
Knowledge of public library operations  
Creativity

**Job Success Factors:**

Knowledge of public management principles as they relate to library operations and administration budgeting, planning, personnel administration, and fundraising  
Knowledge of public library goals, policies and services  
Knowledge of the principles, methods, and practices of professional library science and administration  
Knowledge of marketing and communication principals and theories  
Knowledge of professional library literature, library technology and technology trends

Skill in oral and written communication  
Skill in leadership, management, and supervision  
Able to demonstrate computer skills with the ability to learn and use a variety of computer software programs, electronic and digital devices and e-resources  
Able to analyze issues and make informed recommendations to the board of directors and/or decisions in the daily operations of the district  
Able to establish and maintain effective working relationships with community leaders, public officials, professional groups, and the general public  
Able to understand, define and explain technical accounting procedures  
Able to budget and plan  
Able to analyze library system services using Outcome Based Planning which will determine the impact and needs of the community and to redirect library services consistent with changing public needs and established library policy  
Able to manage projects and project teams  
Able to align strategy with people, processes and systems  
Able to manage details and follow through  
Able to organize, manage, and evaluate the work of a large staff of professional, paraprofessional, and other library personnel  
Able to organize work, determine priorities, handle multiple tasks, and meet deadlines  
Able to maintain and convey confidential information  
Able to represent the library district to outside agencies and the public through excellent oral and written communication skills  
Able to use good judgment  
Able to make and implement difficult decisions  
Able to work effectively in a team  
Able to commit to professional library philosophies, demonstrated through strong interest and involvement at local, state and national levels

**Physical Success Factors:**

Work is primarily performed in a climate controlled office environment. Work is essentially sedentary with occasional walking, standing, bending, safely carrying items under 25 pounds. Work requires commuting between various District sites.

**This Job Description is not a complete statement of all duties and responsibilities comprising this position.**