



## **Library Director**

The Library Director (Director) is a highly skilled professional who will serve as the chief executive officer of the Elbert County Library District dba Pines & Plains Libraries. The Director implements library policies and services that are responsive to community needs, while building a talented library staff and fostering a culture of service.

### **Essential Qualifications:**

- Experienced leader who can effectively promote the library
- Working knowledge of budget preparation, policy development, and administration.
- Exemplary verbal and written communication skills, including dynamic public speaking.
- Strong diplomatic and interpersonal skills.

### **Responsibilities:**

#### **1. Public Service**

- Represents the District, on behalf of the Board of Trustees, in a professional manner.
- Assesses and oversees the effectiveness of library programming, collections, and services.
- Operates the library under a philosophy of service excellence.

#### **2. Budget and Finance**

- Prepares the initial budget, with the Board-designated budget committee, for consideration and eventual adoption by the Board.
- Works with the Board Treasurer to oversee prudent use of the library's funds.
- Ensures all financial reports are completed and filed on time
- Seeks grants

#### **3. Strategic Planning**

- Works with the Board of Trustees to develop a strategic plan.
- Executes the plan through District-wide initiatives.
- Regularly reviews and evaluates District goals, objectives, and initiatives to ensure they follow the strategic plan.
- Stays abreast of current library trends and technologies.

- Implements new technologies to improve library service.

#### **4. Administration**

- Creates and executes processes to recruit, hire, develop, and evaluate library personnel.
- Inspires internal and external service cultures.
- Carries out personnel tasks in conformity with state and federal laws.
- Follows personnel policies established by the Board of Trustees.

#### **5. Collection Development**

- Directs the selection of materials based on the District's collection policies.
- Oversees the effective acquisition, processing, and cataloging of these library materials.

#### **6. Board of Trustees Relations**

- Assists in recruiting, orienting, and seeking training for Board members.
- Supports the Board in meeting preparation, including agenda and background materials.
- Brings issues facing the District to the attention of the Board and presents options and recommendations for dealing with those issues.
- Develops draft policies and changes, for Board approval, with the assistance of the Trustee's standing Policy Committee.

#### **7. Facilities Management**

- Oversees the care and maintenance of the District's facilities.
- Evaluates the effectiveness of all District facilities and equipment.
- Monitors growth and space needs for purposes of recommending changes to the Board.

#### **8. Marketing and Advocacy**

- Stays informed regarding pertinent developments in the community.
- Promotes library services and advocates for the library in a variety of venues, both in person and electronic.
- Coordinates promotional efforts by District staff, the District Board, and the friends of the library organizations.
- Seeks opportunities for community partnerships.
- Acts as a liaison with the general public, county and municipal officials, local school administrators, community groups, and others served by the library district.

*The essential functions and 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 logical assignment to the position.*

## **Education and Experience**

- MLIS preferred with a thorough knowledge of the principles and practices of modern library district management.
- 5-10 years library experience with knowledge of public service, technical services, and automation.
- 3 years public administration experience preferred with the proven ability to plan, organize, administer a public library system and supervise and inspire library staff and volunteers.