

Executive Director

Salary starting at \$72,000 per year

40 hour week

Benefits Include

Retirement

Medical

Dental

Paid Sick

Vacation/Holiday Leave

APPLICATION DEADLINE DATE: This position is open until filled.

A completed application will include:

1. Cover Letter

2. Resume

3. Completed Application. Available at: <https://www.gclid.org/employment>

4. Written Responses (no more than 750 words each) to each of the following questions:

a. Why are you interested in the position of Executive Director with the Grand County Library District at this time?

b. What do you see as the role of public libraries in 2019?

References are not required at this time but may be at a later date.

Please submit all materials electronically with your last name contained in all file names to:

Sally Leclair, President, GCLD Board of Trustees at sleclair@gclid.org.

Required Education

- Bachelor's Degree

Preferred Education

- Master's Degree

Other Education Credentials

The ideal candidate will combine strong Library Science expertise with exceptional leadership, interpersonal and administrative skills. Strong management experience in other areas will be considered. Must have excellent written and verbal communication skills, strong presentation skills, and the ability to maintain composure and professionalism in stressful and/or difficult situations. Strong organizational skills and the ability to multi-task are required. Individual must be self-directed, highly organized, flexible, detail oriented, and have the ability to manage information and data in a strictly confidential manner. Critical thinking, developing solutions and improving existing programs to meet the ever-changing needs of the organization are an important aspect of this position. Individual must have extensive experience with employee relations. Valid Driver's License at time of appointment and throughout employment.

Experience (years)

	Required	Preferred
Supervisor	-	5
Professional	-	5
Library	-	5

Description of Community

Grand County is located west of the Continental Divide between Berthoud Pass and the West Entrance to Rocky Mountain National Park and Rabbit Ears Pass. The county is 1870 square miles in size and contains 15,000 residents.

The Grand County Public Library District (GCLD) serves a population of about 15,000 people through libraries located in the Fraser Valley, Granby, Grand Lake, Hot Sulphur Springs, and Kremmling, Colorado. Library administrative offices are located in Granby. Grand County Library District was established in 1994 under Colorado Library Law (CRS 24-90-101 et seq.) A property tax mil levy of 2.41 was approved by the voters of Grand County to establish funds for the Library District to provide free access to library services.

GCLD operates under a governing board of seven trustees, appointed by the County Commissioners. Trustee appointments in Grand County are chosen to reflect the three voting districts: East, Central and West, providing a voice and representation for each area. The Board's duty involves governing and directing from a district-wide vantage point, with particular responsibility for the adoption and implementation of library policies, ensuring library properties are managed appropriately, employing a library director and directing the responsible fiscal management of library funds through the budgetary process.

Ninety-five percent of GCLD's funding is through property taxes with other sources of revenue including: grants, donations from the Friends of Grand County Library and the Grand County Library Foundation, and private donations.