



Job Description

Job Title: Executive Director
Reports To: Board of Trustees
FLSA Status: Full-time, Exempt
Department: Library District

Summary: The Executive Director serves as the chief executive officer of the Grand County Library District and is responsible for the administration of all Library District functions, programs and services within the goals, guidelines and policies established by the Library Board of Trustees.

Essential Duties and Responsibilities: Other duties may be assigned.

General Administration

- Provides leadership within GCLD
- Implements all major strategies to fulfill the mission and achieve the objectives of the library
- Serves as the official representative of the library in the local community and the library profession
- Develops long-range planning for the library including programs and services, organization, staffing, budgeting, facilities, and public relations

Administrative Officer for the Board of Trustee

- Prepares all necessary reports for the Board of Trustees
- Attends and actively participates in Board meetings and other Board-related meetings
- Submits the annual budget to the Board for approval and presents it to the County Commissioners
- Serves as a resource for trustee activities and training
- Acts as liaison to the Friends of the Grand County Library and the Grand County Library Foundation

Legal

- Serves as official representative of the library in actions that legally bind or politically influence the library
- Coordinates preparation of all major reports, proposals, contracts, or grants related to the library
- Ensures maintenance of permanent records as required by federal and state laws, rules and regulations

Professional Development

- Maintains comprehensive knowledge of modern library trends through local, state and national library associations, professional reading and workshops
- Participates in professional development opportunities to enhance managerial skills

The following responsibilities are undertaken and accomplished in collaboration with the District Departments: Facilities, Finance, Library Resources, Public Services and Technology

Community

- Assesses community needs and oversees implementation of library programs to meet those needs
- Develops and initiates cooperative efforts with a variety of agencies, both public and private, at local, state and federal levels
- Interprets library policy to other agencies and the public at large
- Represents the library and speaks before community, civic and other groups regarding the objectives and activities of the library
- Supports and facilitates the work of the Friends of Grand County Library and the Grand County Library Foundation

Financial

- Acts as Budget Officer for the District
- Directs preparation of the District budget in consultation with department directors
- Approves purchases according to adopted policy
- Directs the preparation of monthly financial planning data and financial data for the annual audit

Personnel Management

- Develops staff job descriptions, personnel policies and an employee handbook

- Hires, develops, promotes, supervises and terminates library personnel
- Provides in-service training programs for employee training and development
- Conducts regular and special staff meetings
- Defines expectations for staff performance; sets standards for library services and programs
- Acts as a consultant, mediator and facilitator for staff and promotes high staff morale
- Encourages the professional growth of staff
- Oversees the administration of employee benefit programs

Policy and Planning

- Establishes and maintains a manual of library policies
- Recommends new policy and policy changes to board of trustees
- Implements and interprets approved library policies and procedures
- Analyzes legal, physical and statistical data affecting the library's operation
- Investigates trends in library programs and services and facilitates testing of appropriate innovative concepts
- Evaluates the effectiveness of library services and internal operations in relation to the changing needs of the community

Property

- Makes reasonable efforts to protect the safety of patrons, staff and property
- Provides for the maintenance of the library facilities and grounds
- Recommends new construction, repairs and alterations; coordinates site selection, design and construction of new buildings
- Acts as liaison with insurance carriers for property and casualty insurance and risk management issues; maintains the fixed asset inventory for the District

Resources

- Responsible for the development of print and non-print collections, including selection, organization, maintenance, preservation, withdrawal, and disposal of materials, either directly or through appropriate delegation
- Supervises the planning, organization and management of technical services for the library
- Supervises the purchase, utilization, and maintenance of technology to deliver, monitor and enhance library services
- Directs a public relations program to promote and publicize the library's collections, services and programs within the community

Competencies: To perform the job successfully, an individual should demonstrate the following competencies.

- Oral Communication - speaks clearly and persuasively in positive or negative situations; listens and gets clarification.
- Written Communication - writes clearly and informatively.
- Judgment - displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Problem Solving - identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; initiates group problem solving situations.
- Analytical - synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.
- Design - generates creative solutions; translates concepts and information into images; uses feedback to modify designs; applies design principles; demonstrates attention to detail.
- Technical Skills - assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- Customer Service - solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- Change Management - develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.
- Delegation - delegates work assignments; gives authority to work independently.
- Strategic Thinking - develops strategies to achieve organizational goals; analyzes market and competition.
- Innovation - displays original thinking and creativity; meets challenges with resourcefulness.
- Professionalism - approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.
- Project Management - develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

- Quality Management - looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- Technology Aptitude – familiarity with computers, integrated library and office software applications.
- Business Acumen – understands business implications of decisions; demonstrates knowledge of local market and competition; aligns work with strategic goals.
- Cost Consciousness - works within approved budget; develops and implements cost saving measures; conserves organizational resources.
- Organizational Support – is familiar with organizational structure; follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; functions as a member of the library district team.
- Adaptability - adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:** Requires a Masters in Library Science; comprehensive knowledge of library philosophy, principles, materials and practices; three – five years of successful experience in a professional administrative public library position; or an equivalent combination of education and experience.
- **Language Abilities:** Fluent in English. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, the general public and the board of trustees.
- **Math Abilities:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; Ability to apply concepts of basic algebra and geometry.
- **Reasoning Abilities:** Ability to solve practical problems and deal with multiple variables in situations where only limited standardization exists; Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:** Knowledge of word processing, spreadsheet, presentation and publishing software, Internet software, integrated library system software, web-based applications, and contact management/e-mail systems.
- **Other Skills:** Operation of office equipment including scanning, copying, faxing, and printing and basic understanding of information sources.

Certificates and Licenses: No certifications needed

Supervisory Responsibilities: Indirectly responsible for the supervision of all Library District staff, directly responsible for the supervision of all Department Heads.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Noise Level** in the work environment is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle or feel; and talk or hear.
- The employee is frequently required to walk. The employee is occasionally required to stand; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.