

Find Your Future

Executive Director Garfield County Libraries

This is a unique opportunity for a proven, visionary leader to have a significant impact on an exceptional library district and community, in partnership with a bright and committed staff.

Find Your
STORY





BECOME PART OF A COMMUNITY

Garfield County, Colorado consists of rugged alpine vistas and high desert mountains in the Rocky Mountain region, which dwells along the Continental Divide. Garfield County (pop. 58,887) is located in western Colorado, where outdoor recreation opportunities abound. It is home to the second largest designated wilderness area in Colorado, the world's largest mineral hot springs pool, and Hanging Lake, which was designated as a National Natural Landmark by the Secretary of the Interior in 2011. While rural, most towns are located on I-70 and have easy access to larger population centers. Garfield County is only about an hour's drive from the world-class resorts of Aspen and Vail. Powered by natural resources, agriculture, tourism, and retail, Garfield County attracts people of all ages for work, retirement, and play. While located in Garfield County, the Garfield County Public Library District is a distinct entity separate from Garfield County government.

Garfield County consists of six municipalities: Carbondale, Glenwood Springs, New Castle, Silt, Rifle, and Parachute, all of which are home to one of the library branches. The county covers about 3,000 square miles, of which approximately 60% is federal public lands. Garfield County residents are civic minded, engaged in the community, and include many active library supporters.

THE LIBRARIES

- 60,000+ members
- 900,000+ annual in-person and online visitors
- 650,000+ annual circulation
- Garfield County Public Library District became a special taxing district, separate from Garfield County, on January 1, 2007
- Six branches spread across 55 miles
- Beautiful and welcoming branch facilities, all of which are new or remodeled since 2010
- Administrative offices located on the second floor of the Rifle Branch Library
- Exciting new strategic plan ready for implementation
- Operations funded by .25% county-wide sales tax (in perpetuity)
- Recent building renovations funded by 1 mill property tax that sunsets in 2027
- Despite a dramatic increase in library use since becoming a special district, property and sales tax revenues have decreased resulting in a need for new funding initiatives



*Our mission
is to connect our
communities to
a world of
possibilities.*

THE EXECUTIVE DIRECTOR

Under the general direction of the Board of Trustees, the Executive Director plans, develops, directs, and leads the operations and activities of the Library District including recommending, implementing, and administering policy in support of the Library's mission, vision, and values. Additional key areas of responsibility include:

Community Relations: Serves as a champion for the District and inspires community support through effective relationship building and consistent messaging

Legislative Involvement: Actively engages in advocacy for the libraries, including leading ballot and funding measures

Culture: Supports, empowers, and leads a strong and committed staff in returning the District to a culture of excellence

Finance: Transparently formulates and administers an annual budget to ensure accountability to the Board and the public

CHARACTERISTICS OF THE IDEAL CANDIDATE

A library champion capable of inspiring and advocating for an engaged community and a committed library staff

Relationship builder and effective communicator able to serve as the face of the libraries

Proven administrator capable of implementing a strategic plan and leading the charge for new funding

Collaborative, trustworthy, and empathetic manager with a strong work ethic who can support a high-performing team with respect and openness

Demonstrated record of effective fiscal management and budgetary planning

Strategic thinker capable of creating and supporting an environment where excellence and innovation can thrive

Career-minded individual looking for an amazing library system in which to grow and stay

Visionary leader with knowledge of current trends and best practices in libraries, who also has a track record of mentoring and developing future leaders

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Master's in Library Science, Public Administration, or Business Administration plus five to seven years of increasing levels of responsibility in public administration for a non-profit or governmental agency. Experience must have included managing a multi-branch or large, complex single library.

Possession of a graduate library degree from a school accredited by the American Library Association is preferred, as is experience working with a governing board or council. Preference will also be given to public administration experience in a library environment and to experience managing and successfully achieving ballot measures. Fluency in Spanish is desirable.

COMPENSATION AND BENEFITS

The annual salary for this position is **\$83,200 - \$104,000**. Salary is complemented by an attractive benefits package including:

- **Health Insurance Benefits:** Pays 100% of employee only medical, dental, vision, and prescription drug coverage and 80% of dependent coverage.
- **Life Insurance:** Provides employees with a Life and AD&D insurance policy valued at 1 times the annual salary. Employees are given the opportunity to purchase additional life insurance.
- **Retirement Plans:** 401(a) - Employees contribute 3% of their gross earnings on a pre-tax basis and the District matches this amount. The employer contributions follow a vesting schedule and are 100% vested at five years. 457(b) - Employees may also participate in a pre-tax or Roth (post-tax) retirement plan.
- **Short and Long-Term Disability:** After a waiting period is satisfied (14 days STD, 180 days LTD) benefits are paid at up to 60% of employee pre-disability earnings.
- **CEBT Health and Wellness Centers:** Offers healthcare services for primary and preventative healthcare needs. There is no cost for using the centers. All employees, spouses, and children ages 2 and older that are covered by a CEBT medical plan are eligible!
- **Employee Assistance Plan (EAP):** Offers counseling and educational services on a wide variety of topics. The EAP is a confidential service for all employees and family members.
- **Holidays:** Typically observes 8 paid holidays annually.
- **Paid Time Off:** Offers Personal Days Off (PDO), Medical Sick Leave (MSL), and Floating Holidays to qualifying employees. Full-time employees accrue 8 hours of PDO per month (12 days per year) during the first five years of employment. Additional PDO accrues based on years of service following the District's Paid Leave policy. Full-time employees accrue 8 hours of MSL per month and 16 hours of Floating Holiday time annually.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, submit your résumé, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Monday, June 11, 2018**. Résumé should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please submit your materials to: <https://secure.cpsshr.us/escandidate/JobDetail?ID=346>.

For additional information about this position please contact:

CPS HR  CONSULTING

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Candidates deemed to have the most relevant backgrounds will be invited to participate in a preliminary screening interview with the consultant. Those individuals determined to be best suited will be invited to participate further in a formal assessment process. An appointment is anticipated upon the completion of comprehensive reference and background checks.