Executive Director
Garfield County Libraries

Summary

The Executive Director is responsible for planning, developing, directing, and leading all operations and activities of the Library District; recommending, implementing and administering policy in pursuit of the Library's mission, vision, and values; and providing support to the Board of Trustees.

Job Description

- Community Relations: Build and maintain partnerships in the community, inspiring support through active involvement in local organizations and activities. Be a public champion for the Library District.

- Vision: Lead District-wide planning, with emphasis on implementing the District's Strategic Plan. Promote the mission, vision, and values of the District among staff and throughout the county.

- Culture: Build an organizational culture of teamwork and commitment, alongside the Leadership Team and the Board of Trustees, through selection and development of staff.

- Finance: Formulate and administer an annual budget and be accountable to the Board of Trustees and the public.

- Legislative Involvement: Maintain awareness of opportunities to actively engage in advocacy for libraries at all levels of government. Keep the Board informed of current issues or initiatives.

- Communications and Marketing: Oversee frequent and ongoing communication with the public and staff regarding Library District services and operation.

- Policy: Administer all Library District policies; work with the Board of Trustees to adapt or create new policies as needed.

- Services and Events: Direct the development and implementation of a variety of services and events which meet the diverse needs of our communities.

- Collection Development: Ensure the growth of an easily accessible, high quality collection of print and non-print media that represents a wide variety of viewpoints and encompasses the diversity of the communities served by the Library District.

- Facilities: Ensure the maintenance of safe, attractive, comfortable, and convenient buildings to serve the public.

- Technology: Ensure up-to-date software, equipment, training, and support is provided for the public and the staff.

- Foundation: Serve on the Garfield County Public Library Foundation Board.

- Fundraising: Oversee grant development and management.

- Board Meetings and Reports: Prepare the agenda for each monthly Board meeting, present a monthly report of library activities to the Board, and submit an annual report to the State Library and appropriate local governments.

- Professional Involvement: Engage the Library District in cooperative activities with other libraries, participate in activities of the State Library, and when possible assume leadership roles in state, regional, or national library organizations.

- Other: Any duties deemed necessary by oneself or the Board in order to advocate for the Library District or ensure the best possible library experience for the community.

Essential Duties

- Clearly communicate his/her vision to implement the established strategic plan and future direction of the Library to staff and volunteers
- Provide leadership and direction that supports the Library's established strategic plan, mission, vision, and values
- Build and maintain a strong working relationship with the Board of Trustees through training, development, and attendance at all Board meetings
- Build staff morale by earning trust; seek staff input and engage staff through sharing of ideas; develop staff by providing mentorship, training opportunities, and delegation of tasks
- Personally visit each branch on a regular basis
- Represent and advocate for the mission of the Library in the communities we serve
- Stay up to date on innovative library practices
- Analyze and recommend library policy changes to the Library Board of Trustees
- Stay up-to-date on legislative, legal, and financial matters affecting libraries
- Pursue ongoing professional development opportunities
- Directly supervise the Support Services staff

Minimum and Preferred 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 successful ballot measures. Fluency in Spanish is desirable.

Work Environment

- Inside work environment
- Requires face to face interaction with other staff and the public on a daily basis
- Flexible work schedule including evening and weekend hours. Must be able to work any hours the library is open

Physical Requirements - Must have the ability to perform the following functions, with accommodations, if necessary:

- Lift up to 30 pounds, push and/or pull carts loaded with over 80 pounds of library materials
- Grasp book up to 10 pounds and place on shelf above the head, below the knees or anywhere in between
- Engage in repetitive hand movements
- Sit at a desk for extended periods of time.
- Tolerates dust, mold, etc. that may have accumulated on books
- Engage in bending, stooping, kneeling, sitting, walking, standing for long periods, twisting, climbing, and any other necessary movements of library work and customer service
- Ability to personally visit all branches on a regular basis; attend meetings and conferences both in district and out of the district
- Ability to work in an environment with fluorescent lights

This position is exempt, 40+ hours/week, and reports to the Board of Trustees.

All employees acknowledge and accept GCPLD's Code of Conduct, respect the State of Colorado's confidentiality laws, and support our mission. Garfield County Public Library District is an equal opportunity employer.