

LIBRARY DIRECTOR JOB DESCRIPTION

SUMMARY

The Heritage Public Library (HPL) Director is responsible for establishing, implementing, and communicating strategies, direction, plans, and programs for the operation and growth of the HPL system to suit the needs of the community and to direct the efforts of library staff and volunteers under the policies, guidance, and at the pleasure of the HPL Board of Trustees.

The director will be an innovator with a unique blend of an effective administrator, civic engager, and staff supporter. The director must possess excellent library management skills including a working knowledge of technological resources and advancements in the field, a knowledge of budgeting and long-range planning, and a background of successful cooperation with elected officials, boards, commissions, other community agencies, other non-profit groups, and citizens. HPL is governed by the Board of Trustees, appointed by New Kent and Charles City counties, as well as the Library of Virginia.

SPECIFIC RESPONSIBILITIES

This specification lists the major duties and requirements of the job and is not all-inclusive. The Director may be expected to perform job-related duties other than those contained in this document.

County/Community Service Responsibilities

- Develop and maintain excellent working relationships with New Kent County and Charles City County government officials, employees and representatives.
- In collaboration with both New Kent and Charles City Counties, oversee building operations and maintenance.
- Represent HPL at Board of Supervisor meetings and other county administrative meetings.
- Develop community partnerships and outreach opportunities.
 - Represent HPL to the public through media communications, attendance at events, speaking engagements, membership and participation in community service, civic and professional organizations and other similar activities.
 - Develop and implement options to market HPL's services and programs and to support and advance HPL's in the communities of New Kent and Charles City counties.
- Develops and implements new library programs and services in collaboration with the library's programming coordinators.
- Collaborates with the Bowman History Center in Charles City for seamless co-habitation of the Charles City Library Building.

Fiscal Responsibilities

- Ensure proper accounting, reporting and auditing of the Library's financial systems and records.
- Prepare and present budget requests to the Board of Trustees and the localities.
- Maintain oversight of the working budget.
- Prepare quarterly reports, in collaboration with the BOT treasurer.
- Continuously seek out local, state, federal funding/grant opportunities.

Administrative and Personnel Responsibilities

- Serves as steward of the library's collection; establishes the overall goals for the selection, control, dissemination, management and maintenance of the collection and directs the accumulation and disposition of materials; ensures that the library's practices and technology are sufficient and effective
- Defines, develops and modifies the staffing structure of the HPL including all divisions of responsibility and levels of supervision; ensures human resource systems including policies, practices, employment, employee relations, compensation and benefits programs follow regulatory requirements and meet competitive standards to attract and retain qualified staff; interviews, selects and trains immediate staff. Address staff and patron complaints, problems and concerns with confidentiality but including the Board of Trustees as needed and necessary.
- Establish performance metrics, appraise performance and initiate changes in employee status as needed and necessary.
- Ensure all elements of HPL's operations are following State, Federal and Local regulations, legal requirements and mandates.
- Develop and implement short-term and long-range strategic plans to fulfill the mission of the library and to secure future success.
- Actively participate in professional organizations.
 - Notify Board of Trustees of Board professional development opportunities as they arise
- Maintain current awareness of technological and advances relating to library services; develop and implement systems to update and enhance library services to the public through use of technological innovations.

Board of Trustees Responsibilities

- Subject to the policies, guidelines, and supervision of the HPL Board of Trustees, who are appointees of the New Kent County and Charles City Board of Supervisors.
- Maintain Board of Trustees roster to include contact information, offices held and terms/years of service.
- Submit, by email, a monthly Director's report by the 5th of each month to the Board of Trustees.
- Ensure compliance with fiscal, operating, reserve and growth objectives; presents budgetary issues to the Board of Trustees.

- Complete all statistical reports required by outside agencies and provide presentations to the Board of Trustees, county governments and other agencies on HPL's progress on goals, objectives, and comparison to other library systems.
- Inform the Board of Trustees of library standards and local, state and federal regulations and laws.
- Schedule quarterly meetings with the Board of Trustees and provide all meeting documents.
- Maintain positive, collaborative relationship with Board of Trustees.

QUALIFICATIONS

The director must be able to perform each responsibility satisfactorily, as assessed informally throughout the fiscal year and formally through an annual evaluation by the HPL Board of Trustees.

Education and Experience: Master's degree in library science, ALA certified; AND 7 – 10 years of professional librarian experience, five (5) years of which were at a managerial level; OR an equivalent combination of education, training and experience. Required: Virginia's Driver's license.

Required Knowledge:

- Professional public library operations.
- Current trends and developments in the fields of executive leadership, management, public administration, and library services.
- Finance and accounting, including financing methods, public and private funding sources; and budget development.
- Experience with generating grant proposals.
- Pertinent Federal, State, and Local laws, regulations, and ordinances as applicable to libraries.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Techniques and practices for efficient and cost-effective management of resources.
- Experience working with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.
- Ability to give effective oral presentations.

Required Skills:

- Planning, organizing and administering a comprehensive and varied library operations and services operations.
- Administering programs and supervising staff and volunteers.

- Developing and implementing goals, objectives, policies, procedures and work standards.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion and prudence in working with staff, volunteers, Board members, county officials and all constituents.
- Making effective oral presentations to large and small groups.
- Contributing effectively to the accomplishment of the library's goals, objectives and activities.
- Establishing and maintaining effective working relationships in working with staff, volunteers, Board members, county officials and all constituents.
- Upholding HPL's mission and values in the pursuit of all duties; respect for the individual, the organization, and the community, excellence, and integrity in actions, while providing excellent customer service to all internal and external customers.
- Working constructively with the Library of Virginia in advancing state goals and state library initiatives.

ENVIRONMENT

Work is performed in a multi building setting. Travel required between branches, community events and to Richmond, the site of Library of Virginia. Mobility to work in an office setting, use standard office equipment and stamina to sit and stand for extended periods of time; strength to lift and carry up to 30 pounds. The director must have the ability to bend, reach, stoop and push. Reasonable accommodations may be made to enable individuals with disabilities the ability to perform the essential functions.

Salary range for this position is \$55,000 - \$65,000.

APPLICATION

To apply, email a cover letter, three professional references, and CV to NK3Trustee@gmail.com.

Review of applications will begin December 1, 2021 and will remain open until filled.