

12/26/2023

Job Title: Executive Library Director

Description Type:

 New Revised

Department:

Reporting Relationship:

Reports to (Title): APLD Board of Trustees

List of direct reports (by Title): Applicable Not Applicable

Deputy Director of Public Services

Assistant Director(s) of Operations

TBD—2 or 3 of these departments will be managed by 1 or 2 Assistant Director(s) of Operations:

Business Manager

Maintenance Manager

Head of Information Technology

Head of Marketing and Communication

Head of Technical Services

Position Summary:

Act as the District's chief administrative and executive officer. Manage and direct operations of the library. Responsible for overall administration and operation of departmental activities.

Essential Job Duties and Responsibilities

- Act as technical advisor to the board and recommend needed policies for board action
- Develop and oversee Long Range Plan to meet present and future community needs
- Carry out the policies of the library as adopted by the board
- Know local and state laws; actively support library legislation in the state and nation
- Attend all board meetings other than those in which the librarian's salary or tenure are under discussion
- Administer insurance: health, life, building, retirement and worker's compensation
- Manage and supervise the day-to-day operations and business of the library
- Prepare and manage annual budget for the library in consultation with the library board
- Hire, train, evaluate and mentor personnel and supervise their work
- Maintain an attractive, safe, comfortable and convenient library facility
- Maintain an active program of public relations
- Maintain awareness of trends in the profession
- Affiliate with the state and national professional organizations and attend professional meetings and workshops
- Direct and implement a variety of programs and services that meet the needs of the community
- Oversee collection development of library materials
- Suggest, carry out and evaluate plans for extending library services
- Actively engage and partner with community agencies and organizations

Qualifications:

- Masters of Library Science Degree from an ALA-accredited school
- Minimum two years of public library experience
- Strong budgeting skills, direct experience with at least department-level budget management
- Familiarity with a variety of information management systems and an ongoing commitment for continuous growth in understanding and implementing emerging technologies
- Demonstrated ability of strong communication and interpersonal skills. Effectively able to communicate and build consensus across departments and diverse constituency groups

Working Conditions/Physical Requirements:

Ability to:

- Work in a typical office environment
- Stand, sit, walk, bend, stoop and climb intermittently
- Talk and hear
- See close, far and have the ability to adjust focus
- Finger, handle and feel equipment and objects
- Reach with hands and arms
- Occasionally lift 25 pounds and push/pull 150 pound carts