



200 Highway 72 North
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4/5/18

**Job description:
Library Director, Boulder County Nederland
Community Library District**

Summary of job responsibilities

Under the direction of the District Board, organizes, directs and promotes the activities of the library, provides leadership and acts as the library's primary public representative. Oversees day-to-day operations of the library. Manages volunteers and staff, develops programs and collections, drafts the annual budget with the Board Treasurer for the Board's approval and manages the library facilities.

Job duties

Operations: Plans, organizes, and manages the services of the District's library. Implements and evaluates a variety of services and materials that meet individual and community information needs. Seeks out and coordinates / partners with other libraries and organizations that enhance community library services. Responsible for all operation and facility management decisions, including staff, contract and volunteer deployment and assignments. Interprets and communicates the library's Mission and Strategic Plan to library staff, the community and governmental authorities. Acts as coordinator and technical advisor to the Board for strategic planning. Provides information, makes recommendations for Board consideration, and reports progress on the Library's Strategic Plan.

Services: Supervises the staff and volunteers who provide services to library patrons. When necessary, train them in their duties which include, but are not limited to:

- Assisting patrons in the use of print materials, equipment and technologies
- Offering basic technical assistance, troubleshooting computer problems, assisting in navigating the internet and locating databases in order to help patrons use library resources
- Locating materials
- Answering questions
- Requesting materials through Interlibrary Loan
- Referring patrons to outside resources and collections when appropriate in order to provide information services to patrons

Covers the desk and/or performs the above duties on an as-needed basis. Helps resolve patron complaints or issues when necessary.

Programming: Creates, develops, advertises, executes, and evaluates programming for adults that is responsive to the community's requests and needs. Oversees and evaluates programming for children and teens that is done by the Youth Services Coordinator.

Human Resources: Creates and maintains employee and volunteer job descriptions. Advertises, interviews, selects, and trains library staff and volunteers. Evaluates the performance of library staff in accordance with personnel policies. Coordinates the continued training and development of staff and volunteers. Trains library staff and volunteers on the Library's policies and procedures as well as new technologies as necessary.

Finance: Identifies and evaluates financial needs of the library. Develops and presents annual budget with Board Treasurer that supports library goals and priorities. Directs and controls expenditures within the constraints of the approved budget and its line item budgets. Is actively involved in financial planning, record-keeping, and monthly and annual reporting to District Board, other regulatory agencies, and the public as required by law. Schedules and participates in audits as needed. Submits budget and paperwork to County and State offices when approved by Board. Completes bookkeeping for debit cards, monthly payroll, and bank accounts. Actively seeks grants, gifts and other new sources of non-tax funding.

Facility Management: Oversees the daily operations, routine maintenance, repairs and capital improvement projects of library facilities and grounds. Records problems as they arise. Negotiates and oversees service contracts for maintenance and repairs. Develops and implements annual and long-term maintenance plans with the District Board. Maintains insurance policies for the building, its contents, liability, directors and officers, and for the adjacent property that the library owns.

Collection Management: Directs the development and maintenance of the library collection. Weeds the collection regularly. Regularly evaluates how effectively collection meets community needs and assesses the community for its future needs. Informs the community of collection development goals and special collections. Stays current with trends in e-publishing and anticipates the community's needs concerning them.

Professional Development: Maintains current knowledge of new developments in the library field. Affiliates with state, regional, and national library organizations. Actively participates in conferences, task forces, etc. as possible and attends continuing education opportunities. Coordinates or otherwise provides opportunities for staff continuing education and development. Anticipates and stays up to date with technological trends and developments.

Marketing: Directs a public relations program to promote and publicize the library in the community, including within and outside of the library, using both print and online materials.

Governance: Attends and actively participates in all Library District Board meetings; drafts agenda in conjunction with Board president. Recommends and drafts policies in cooperation with the Board, provides research and information for planning purposes. Establishes operational procedures to implement Board-approved policies. Prepares and files reports with state, county, and other regulatory agencies as required.

Miscellaneous: Performs other duties as assigned.

Supervisory authority: Supervises library staff and volunteers.

Special working conditions

Work includes prolonged sitting, as well as moderate lifting, carrying, reaching, stooping, pulling, and pushing activities, manual dexterity, clear speech, and visual and hearing acuity. Some weekend and evening work required. Work requires a valid Colorado driver's license and use of private vehicle for travel around district and to conferences, continuing education opportunities, etc. as necessary.

Minimum qualifications

- An MLS from an ALA-accredited institution and three years of progressively responsible public library experience, including management and administration. Knowledge of public library services and operation and of library collections. Demonstrated experience with library facilities management, recruiting and training staff, and library budgeting and financial reporting.

Preferred qualifications

- Demonstrated experience carrying out long-term goals – e.g. elements of a strategic plan
- Successful marketing experience
- Cataloging experience
- Knowledge of QuickBooks accounting software
- Experience partnering with community organizations on shared goals
- Experience working with a Library Friends/Foundation Group on social outreach programming

Salary

This position is paid an annual salary of \$45,000-50,000, DOE, includes health insurance, and a 3% matching retirement benefit.

The successful candidate may be required to submit to a criminal background check.