

## Formal Job Description

### Library Director, Lyons Regional Library District / Lyons, CO

#### JOB DESCRIPTION

Under the direction of the Lyons Regional Library District Board of Trustees, the Library Director is the chief executive and financial officer of the library and is responsible for all functions related to the operation of the library and the maintenance of the facility. The Director plans, directs, and promotes the activities and operation of the library, provides leadership, acts as the library's primary public representative, and leads the library through a transition to a new facility and expanded role in the community. As the leader of a small library team, the Director will also share in daily operational tasks.

#### JOB DUTIES

##### Executive

- Plans, organizes, and manages the services and operation of the Library in accordance with District policy, Colorado State Library requirements in order to meet the immediate and long-range goals of the Library and the community.
- Partners with other libraries and organizations to enhance community library services.
- Attends regular and special Board meetings; provides information and makes recommendations for the Board's consideration, strategic planning, and policy development.
- Develops and communicates the Library's mission and strategic plan to Library staff, the community, and governmental authorities.
- Recommends and drafts policies in cooperation with the Board; provides research and information for planning purposes.
- Prepares and files reports with state, county, and other regulatory agencies as required.
- Serves as a model of professionalism.

##### Financial

- Identifies and evaluates long and short term financial needs of the Library.
- In collaboration with Staff and Board develops and presents an annual Budget that supports library goals and priorities.
- Schedules and oversees an annual audit.
- Presents a monthly budget report to the Board.
- Directs and controls expenditures within the approved budget.
- Oversees bookkeeping for debit cards, payroll, fees, and bank accounts.

##### HR & Professional Development

- Supervises the Staff, Volunteers, and service providers.
- Maintains current knowledge of new developments in the library field. Affiliates with state, regional, and national library organizations.
- Advertises for, interviews, selects and/or hires, evaluates, manages, and terminates Library Staff and Volunteers.

- Creates and maintains Staff and Volunteer job descriptions.
- Encourages opportunities for continuing education and development of Staff, Volunteers, and Board.
- Works to promote high Staff morale.

### **Patron Services, Programming, and Community Relations**

- Oversees and performs daily operations of the library, including reference, reader's advisory, circulation, technical services, community outreach and relations, website, social media, and collection development.
- Creates, develops, and evaluates programming in collaboration with Staff.
- Stays current with emerging trends and community needs and desires.
- Publicizes and promotes the library's programs and services.
- Fosters a good working relationship with our many constituencies including but not limited to: local government, schools, homeschoolers, seniors, and the business and arts communities.
- Coordinates all press releases and media comments.
- Speaks before local groups and organizations when requested.
- Works with the Board, Foundation, and Friends of the Library in planning and promoting planned giving and fundraising projects.

### **Facility Management**

- Oversees daily operations, routine maintenance, repairs, and capital improvement projects of library facilities and grounds.
- Negotiates and oversees service contracts for maintenance and repairs.
- Develops and implements annual and long-term maintenance plans with the Board.
- Uses knowledge of technology, computers, and data communications, especially in regard to library applications

### **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.

## **QUALIFICATIONS**

### **Personal Characteristics**

- Common sense: level-headed good judgement in practical matters
- Decision-making ability: informed, analytical; confident enough to make a decision and secure enough to revise it if necessary.
- People skills: communication, fairness, empathy, sense of humor, patron-focused, team-oriented.
- Vision: ability to recognize opportunities; scan the community, the world at large, and the library profession to see how the right mix of stability, change, and innovation can interact to move the Library forward.
- Integrity: committed to ethical behavior.

### **Minimum qualifications**

- MLS from an ALA-accredited institution
- Three to five years of progressively responsible public library experience, including management, budget, and administration.
- Knowledge of public library services and operation and of library collections.
- Proficiency with computers and other relevant library technology
- Ability to work some evenings and some Saturdays
- Must have (or be eligible for within 30 days) a valid Colorado Driver's license

### **Preferred skills & experience**

Demonstrated success with any of the below:

- Library facility management.
- Recruiting, training and supervising staff and/or volunteers.
- Audits.
- Annual Reports
- Carrying out long term goals.
- Advocacy activities for the library including presentations, development of partnerships, media communications, and representation of the Library at community functions and conferences.
- Cataloging.
- Program development.
- AspenCat or similar consortium, QuickBooks, Microsoft Word, Excel, PowerPoint, DropBox, Google Drive, social media.
- Establishing and maintaining effective working relationships with employees, board members, other governmental officials, organizations, professional peers, Friends groups, foundations, and the public.
- Ability to work with a diverse socio-economic population.
- Spanish language skills.

### **SALARY**

This position is paid an annual salary of \$50,000-60,000 commensurate with qualifications and experience, plus benefits, with 10 paid holidays and 20 days of combined vacation + sick time.

### **APPLICATION REQUIREMENTS**

Application deadline is 6 pm MST, November 27, 2018.

Finalist candidates should anticipate in-person interviews occurring the second week of January 2019.

Submit a letter of application, CV, and professional references electronically to:

**LyonsLibraryDirectorSearch@gmail.com**

### **HR Contact Information**

Lyons Regional Library District  
Attention: Kathleen Crane, Board President

PO Box 619  
Lyons, CO 80540  
LRLBoard.Kathleen@gmail.com

*The successful candidate will be required to submit to a background check.  
The LRLD is proud to be an equal-opportunity, non-discriminatory employer.*