

LIBRARY DIRECTOR

La Conner – Swinomish Library

Job Title: Library Director

Position reports to: Library Board of Trustees

General Responsibility.

The Library Director is responsible for developing and supporting all efforts necessary to create and maintain a public library that serves as a community resource center responsive to the needs of the La Conner – Swinomish community for information, education, inspiration and discovery. Working closely with the Board of Trustees, the Library Director:

- develops library strategy, plans, and policies
- supervises library services
- develops and manages the budget
- creates public and community relations programs and materials
- supervises staff and volunteers
- oversees the physical plant
- stays informed of new developments and best practices in library services and management and implements these as appropriate.

Planning and Policymaking

The Library Director:

- Develops and updates as needed a long-range strategic plan to support and promote the mission of the library.
- Develops short term plans to address new or specific issues facing the library.
- Formulates and recommends policies to the Board and implements the procedures to carry out these policies.
- Develops a staffing plan that describes responsibilities for each position and necessary qualifications.

Library Services

The Library Director:

- Plans, organizes, and regularly evaluates the library's service offerings to ensure they support the mission of the library and reflect the current and anticipated needs of the La Conner – Swinomish community.
- Structures the library's service offerings to meet the general goal of life-long learning for all, as well as supporting the specific goals of the community's demographic, cultural, educational, and business groups.

- Selects and maintains library materials including books, cultural displays, media, computers, software, and other materials and services, and ensures that these materials and services meet the needs of the community.
- Supervises the purchase, utilization, maintenance, and upgrading of technology to deliver, monitor and enhance library services.
- Compiles and records library statistics and assembles them for monthly meetings of the Board of Trustees, and provides them to other agencies as required.

Financial Operations

The Library Director:

- Prepares the annual budget for Board review and approval.
- Administers and monitors expenditure of library funds so as to stay within the approved budget and also ensure that the library meets all reporting and other financial requirements.
- Presents monthly financial reports to the Board for all funds and accounts.
- Actively supports all fundraising efforts by working closely with the Library Foundation in grant writing, planned giving, fundraising appeals and events.
- Works with the Library Foundation to prepare grant proposals for state and county agencies, foundations and other organizations to fund library programs.

Public and Community Relations

The Library Director:

- Manages internal and external communication of the library, including but not limited to, its website and the use of social media, brochures, newsletters, fliers, newspaper articles, and events.
- Identifies and pursues public relations opportunities and events that engender good will toward and promotion of the library.
- Develops and maintains close cooperative relationships with the Swinomish Tribe, La Conner Schools, the Town of La Conner, and other community and business organizations.

Personnel Management

The Library Director:

- Recruits, trains, mentors, evaluates, promotes, and, if necessary, terminates staff and volunteers.
- Assigns duties, defines staff responsibilities, and administers wages.
- Encourages staff development by regular one-on-one mentoring and feedback sessions, and by providing opportunities for staff to attend professional workshops and conferences.

Physical Plant Management

The Library Director:

- Schedules and supervises routine contract services and maintenance personnel, and takes appropriate action in emergencies.
- Purchases equipment and furnishings as needed and approved in the budget.
- In coordination with the Board, provides leadership and direction for major development projects including construction and renovation of facilities.

Board of Trustees Representative

The Library Director:

- Informs the Board of Trustees of all relevant library operational issues.
- Participates in monthly meetings of the Board of Trustees and provides a detailed report of library operations and developments at each meeting.
- Provides professional expertise and guidance to the board, including but not limited to presenting information on pertinent legislation from local, state, and federal agencies, and discussing new trends in library technology, funding, services and management.

Professional Development

The Library Director:

- Stays informed of new trends in library services, management and technology, as well as financial and legal issues facing libraries, and brings these to the attention of the Board when appropriate.
- Attends professional meetings, workshops and conferences.
- Maintains membership and participates in professional library associations.
- Performs any other duties requested by the Board of Directors as necessary to ensuring the library provides the best possible service to the community.
- Will be evaluated by the Board of Trustees annually.

Qualifications and Experience

- Master of Library Science (MLS) degree from an ALA-accredited program
- Bachelor's degree from an accredited college or university
- At least 3 years of experience at the senior management or director level in a public library
- Experience in a multi-cultural library district is desirable
- Experience in a major library construction project is desirable