

Spokane County Library District

CLASSIFICATION: E

POSITION TITLE: Executive Director

GENERAL PURPOSE:

Under the general direction of the Board of Trustees, serves as chief executive officer of Spokane County Library District and secretary to the District's Board of Trustees.

POSITION SUMMARY:

The executive director plans, develops, directs and administers all operations and activities of the District; implements and/or administers Board of Trustees policy; and provides administrative support to the Board of Trustees. The director represents the District to local governments, civic and community organizations, professional associations and the general public.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides leadership and strategic direction for the District. Develops the District organizational structure; manages and directs major functions, activities and services; reviews and evaluates results and initiates corrective action as needed. Directs short- and long-term strategic planning for programs, services and activities; library facilities, technology, finance and staffing.

Serves as Board of Trustees secretary and provides administrative support to the Board of Trustees. Develops and/or recommends new or revised policies, programs, services or operational procedures for Board consideration; ensures the Board is provided with all information necessary to conduct its responsibilities; implements, administers, and interprets policies, plans and decisions of the Board of Trustees to District personnel and the general public.

Develops and administers the District's annual budget; recommends reallocation of resources as needed.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service.

Encourages use of technologies to improve customers' experiences and enable staff to be more productive.

Directs the District's advocacy efforts.

Establishes and maintains continuous effective working relationships with the Board of Trustees, District personnel, government officials, area libraries, community organizations and the general public. Participates in the activities of area civic and community organizations.

Serves as an official spokesperson for the District.

Participates in professional library organizations.

Maintains current knowledge of developments, trends and issues in librarianship, library administration, public administration and technology.

Maintains current knowledge of state and federal laws and regulations, existing and proposed, affecting the District; communicates new impacts and the District's position to appropriate parties; actively participates in state legislative planning activities.

Interacts in a professional and respectful manner with the Board of Trustees, District staff and the public.

Attends work on a regular and dependable basis.

OTHER JOB FUNCTIONS:

Other duties as may be assigned to meet the needs of the District.

SELECTION FACTORS:

(Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- Principles and practices of library and information science as applied to public libraries;
- Principles and practices of public administration as applied to public libraries;
- The principles and practices of goal setting, program planning/implementation/budgeting, and management by objectives and results;
- Library district organization, authority, functions, and relationships with other governmental jurisdictions preferred.

Ability to:

- Attend work on a regular and dependable basis;
- Establish and maintain cooperative and harmonious working relationships with elected officials, employees, representatives of business, civic, and government organizations and the general public;
- Provide leadership to District managers and staff;
- Develop and prepare effective and complete correspondence and administrative reports;
- Speak effectively before groups;
- Build coalitions and develop consensus;
- Appraise the quality of library services through inspection and review of work reports and to develop and effectively implement improvements;
- Analyze complex problems and conduct necessary research in solving them;
- Lead, coach and motivate managers and coordinate their efforts at the policy/program implementation level;
- Comprehend and interpret laws, ordinances, rules and regulations;
- Adapt to and work within the prevailing political and social environments;
- Delegate responsibility;
- Provide quality services in a cost-effective manner and recommend improved methods of performing the work;
- Physically perform the essential functions of the job.

MINIMUM QUALIFICATIONS:

Persons applying for a position of this class should have:

M.L.S. or equivalent and certification by the State Board for Certification of Librarians or the ability to obtain certification at time of appointment as required by R.C.W. 27.04.055, and eight years progressively responsible professional library management experience with at least five years recent professional senior level management experience in a public library. Multiple-site management experience preferred and experience in an independent library district preferred. Advanced professional-level training in the areas of administration and leadership may be substituted for up to two years of experience (Certificate of Completion required).

Possession of a valid driver's license and normal risk insurability.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, database, spreadsheet, e-mail and calendar programs; smart phone; and motor vehicle.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed in a variety of venues, including an office environment while sitting at a desk and using a computer; meeting and conference rooms; and library branches. Travel to different locations, local, in-state and out-of-state, including overnight stays, to perform work and/or attend meetings is required. Requires personal interaction with elected officials, employees, representatives of businesses, civic, and government organizations and the general public. Sufficient powers of observation are required to analyze and review financial and statistical records, reports and recommendations, and observe the work of subordinate employees. Hearing, speaking, and listening to individuals and groups in person and by telephone; reading materials in print and electronic format; using a keyboard, mouse and viewing a computer monitor; meeting deadlines, frequent interruptions, and working under moderate to high stress levels are illustrative of the mental and physical requirements of the position.

Minimal physical exertion is required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Classification: Exempt Salary Range: E

Revised: 12/19/06; 04/19/11 (Board of Trustees)