

JOB DESCRIPTION **PUEBLO CITY-COUNTY LIBRARY DISTRICT**

POSITION: **EXECUTIVE DIRECTOR**
 (Exempt Employee)

Grade: 16

EFFECTIVE: **July 2, 2003**

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This Job Description identifies the major responsibilities of this job.

-- I. POSITION PURPOSE

The Executive Director is responsible for managing the Pueblo City-County Library District's multi-facility library system. The Executive Director must exercise considerable initiative and independent judgment to ensure that library services compliment the needs and desires of the District's residents. This position reports to the Pueblo City-County Library District Board of Trustees.

-- II. RELATIONSHIPS

The Executive Director assists the Library Board with short-term and long-range planning, and implements programs and policies as adopted by the Board. The Executive Director maintains a liaison with other government and community organizations, and is the official representative of the Library. This position will have frequent contact with Library patrons and the general public.

-- III. PRIMARY DUTIES AND RESPONSIBILITIES

- Plans and directs the overall operation of the District.
- Reports on activities of the District to the Board of Trustees and other external agencies.
- Submits recommendations to the Board of Trustees for consideration in establishing policy.
- Selects, manages, directs, and evaluates District staff.
- Assists the Human Resources Department with complex Human Resources issues.
- Represents the District in the community and serves as an active community leader for the furtherance of District goals.
- Directs the preparation of an annual budget and presents it to the Board of Trustees for approval.
- Develops, interprets, and communicates operations procedures to the staff.
- Maintains and enhances information, collection, and programming to meet community needs.
- Provides representation and acts as a liaison on behalf of the District with local, state, and federal governments, and local, state, and national associations and professional organizations.
- In coordination with the Board of Trustees, develops and implements long-range plans for the District.
- Has responsibility for developing community, industry, and governmental support, including financial, for District programs.
- Serves such other roles and functions as may, from time to time, be directed by the Board of Trustees.
- Performs other job-related responsibilities as directed.
- Stays current on new trends in specific Library programs and facilitates testing of new techniques, materials, and equipment for improvement of the Library operation.
- Encourages staff participation in professional societies and activities conducive to the Library.

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•• IV. EDUCATION, KNOWLEDGE, EXPERIENCE, SKILLS AND ABILITIES REQUIRED

Education and Experience:

Master's degree in Library Science from an ALA accredited institution. Five years of progressively responsible management experience in institutional library leadership; OR Any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Knowledge, Skills and Abilities:

Knowledge of the theories, concepts, principles, and practices of modern library management. Ability to effectively express ideas orally and in writing. Skill in establishing and maintaining effective working relationships with employees, community groups, and library patrons, and as otherwise necessitated by work assignments. Ability to develop and implement policies and procedures relative to the work assignment.

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibility as required. Knowledge of employee development principles and practices that will enable the organization of programs for staff development. Skill in problem solving and negotiation. Ability to use various PC software applications, including but not limited to word processing and spreadsheets.

Certificates, Licenses, and Registrations: Colorado Driver License or the ability to obtain one in an agreed-upon time frame.

Equal Opportunity Employer.