

Grayson County Public Library

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**Grayson County Public Library**

**Executive Director Job Description**

**Job Title**: Executive Director

**FLSA Status**: Exempt, Full Time.

**Salary**: $56,000 to $58,000. Dependent on education level and experience.

**Schedule**: Varied; Typically, Monday-Friday: Some evenings and weekends.

**Summary:**

The Executive Director is the chief administrative officer of the library that acts in an advisory capacity as a professional expert to the publicly appointed Board of Trustees; recommends programs, policies, and changes; prepares agendas for and attends all board meetings, and has the right to speak on all matters under discussion. The Executive Director is not a member of the library’s Board of Trustees and has, therefore, no vote on matters under consideration and carries out the policies set forth by the Board as they affect both patrons and employees. The Executive Director prepares the annual budgets; determines internal policies and procedures; is responsible for the library collection; performs or delegates selection and withdrawal of all library materials: including books, audio-visual materials, and digital resources; and performs all duties imposed by law or by regulations, by the Kentucky Department of Libraries and Archives (KDLA), or by policies of the Board of Trustees.

The Executive Director is in charge of library personnel and is responsible for creating an environment conducive to maintaining high staff morale and for the administration of personnel policies, including assignment of duties, service standards, and staff development. The Executive Director selects, evaluates, promotes, and dismisses staff and, as part of the budget preparation process, recommends salaries and benefits to the board. The Executive Director is the representative spokesperson of the staff to the Board and welcomes contributions from individual staff members, which may lead to improvements of library services or of personal relationships and employment conditions.

**Duties and Responsibilities:** include the following. Any and all other duties as may be assigned.

**Administration for the Library**

* Responsible for the successful, efficient administration of library services.
* Operate the library and its activities in accordance with Board-approved policies.
* Recommend to and work in cooperation with the Board to plan and implement short and long-range goals for library service, objectives, and policies.
* Keep and discard library records according to records retention schedules recommended by KDLA.
* Be ultimately responsible for the care of library resources, including staff, buildings and grounds, collection, and equipment.
* Work with the Board of Trustees to complete and carry out the library’s strategic plan.
* Supervise the management of all library facilities.
* Perform other duties as arise out of policy, technology, or need.
* Submit mandatory reports as is required by KDLA or law.
* Work with county officials, staff, and outside consultants to file tax levy information and yearly audit.

**Technical Advisor for the Board of Trustees**

* Prepare agendas for and attend all Board of Trustees meetings.
* Regularly report to the Board on library events, news, developments, and progress.
* Know and make Trustees aware of local and state laws and events affecting library operations.
* Work with the Board of Trustees to actively advocate for supportive library policies at both the state and national level.
* Make use of the services and consultants at KDLA.
* Serve as liaison between the Board and outside legal or professional consultants for the library as needed and appropriate.

**Supervision of Library Staff**

* Determine staff duties, work schedules, and pay scale within a Board-adopted budget.
* Recruit, select, evaluate, promote, and assign staff to positions and schedules required for efficient and effective library service, and delegate duties as needed.
* Serve as the general supervisor of all personnel employed by the library.
* In accordance with written library personnel policies, relieve from duty employees who violate library policies, or are unable or unwilling to perform duties.
* Monitor and maintain a competitive pay scale and benefit plan for all positions.

**Spend Library Funds Within Board-Adopted Budget & Financial Policies**

* Spend all personnel funds, salaries, and benefits, within the adopted budget, unless specific changes are approved before expenditure by the Board.
* Oversee the selection and ordering of all library materials, including books, periodicals, audio-visual products, digital resources, and others according to KDLA guidelines.
* Oversee the purchasing of library supplies necessary for library operations.
* Follow KDLA and the State of Kentucky Procurement guidelines.
* Manage the library’s available funds in the safest, most profitable, legal manner.
* Dispose of materials according to Board approved library policy.

**Involvement in the Local Community and Larger Library Community**

* Participate personally or coordinate library participation with local organizations and events.
* Create and maintain a welcoming, accessible, and safe environment in which library patrons and county residents may get information and enrich their lives.
* Work to present a consistent image and messaging for the Grayson County Public Library.
* Use current and appropriate technology to communicate with the public.
* Encourage public participation in library services and events, volunteer opportunities, and library affiliated organizations.
* Stimulate the growth of library services in Grayson County.
* Work with state and national professional organizations; attend professional meetings and workshops; and provide appropriate and affordable training opportunities for staff.

**Inform the Board of Trustees of the Library’s Financial and Budgetary Status**

* Prepare an annual library budget for adoption by the entire Board.
* Prepare all documents for the annual tax rate hearing and provide them to the Board and all appropriate county and state offices.
* Submit a list of bills for approval at the monthly board meetings.
* Approve before payment all bills presented to the library and signify approval by signing the checks.
* Hire outside consultants as needed to maintain accurate, current records of library income and expenditures; complete and file before deadlines all required government forms relating to payroll, personnel matters, tax obligations, or other library finances; and make available all pertinent records required for annual independent audits of the library's financial records.
* File with the State Library and provide a copy to Trustees of the annual Statistical Report.

**Communication with Co-Workers & Board of Trustees**

* Effective, timely, thorough, and respectful communication with co-workers and Board of Trustees in various forms such as, but not limited to: verbally (in person and on phone), written (email, text, etc.), and other forms as dictated by the situation.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of basic computer skills Microsoft Office Suite and Google products, email, have proficient internet skills and computer typing, as well as working knowledge of print, non-print, digital, and online information sources available from a wide variety of sources, including publishers, internet and web-based, and library and vendor-based systems.

**Educational Requirements:**

Master’s Degree in Library Science

Professional Certification

5 Years’ Experience preferred

**Knowledge, Skills, and Other Abilities:**

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| * Customer Service.
* Respect: Courteous, reliable, and dependable.
* Positive Attitude.
* Accountability.
* Innovation and Initiative.
* Excellent communication skills- written and oral.
* Excellent people skills.
* Reliable, responsible, dependable, honest, organized, quick learner.
* Working knowledge of reader interest levels, books, authors, and reference sources.
* Working knowledge of automated library circulation systems and online databases.
* Ability to develop or demonstrate the necessary supervisory, decision-making, leadership, team-building, strategic, conflict resolution, and marketing skills.
 | * Ability to set priorities and coordinate multiple projects.
* Ability to successfully maintain the performance of assigned duties and responsibilities to achieve the desired outcome.
* Ability to interact in a positive, effective manner with coworkers, Trustees, and the general public.
* Ability to perform with minimum supervision, to work collaboratively in a team environment, and to demonstrate professional standards, good judgment, dependability, and timeliness in work environments.
* Ability to adapt to multiple demands and changing priorities, to learn, and be willing to embrace change. Remains flexible.
* Ability to present ideas and provide instruction. Comfortable with teaching and use of various forms of technology.
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**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 20 pounds.