

# **JOB DESCRIPTION**

## **WASHINGTON COUNTY FREE LIBRARY EXECUTIVE DIRECTOR**

### **GENERAL RESPONSIBILITIES**

Works under the leadership of an independent Board of Trustees

Responsible for the planning, budgeting, and administrating of the county library system which is composed of a central library, seven branches, and a bookmobile. Drafts policy for Board approval and implements policy once approved. Represents the library system in the community and throughout the state. Networks with local and state government elected officials and staff concerning library issues.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Plans for the future development of the library including services, programs and technology.

Develops policies for Board consideration.

Implements and administers approved policies.

Develops and prepares operating budget and capital budget requests for board approval.

Plans, presents and advocates budget requests to government officials.

Administers adopted budget.

Procures and administers grants from a variety of funding sources.

Develops strategies to encourage donations and corporate support.

Administers the development, utilization and maintenance of library technology, the Internet, a variety of other electronic resources; as well as, the use of social media.

Represents the library on various local, regional, state, and national committees and programs; promotes coordination to further the vision/mission of the WCFL.

Represents the library at various local civic organizations in order to further the service goals of the library.

Approves invoices for payment; works with accountants and auditors as required.

Administers the submission of various state and local reports as required.

Maintains appropriate insurance coverage on the operation and property of the library.

Formulates and evaluates bids for services and equipment making recommendation to the Board.

Supervises administrative and supervisory staff and other staff as required.

Oversees the safety and security of library staff and library assets; as well as insuring a calm and safe environment for library patrons.

Meets with staff and others to discuss and resolve issues relating to all aspects of library operations and services.  
Serves as Secretary to the Board of Trustees; prepares agenda and other statistical reports as required.  
Undertakes miscellaneous duties and projects as assigned by the Board of Trustees, Washington County Free Library.  
Performs related work as required.

## KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the principles, methods and practices of library administration; comprehensive knowledge of community needs and interests in relation to library services and methods for determining and meeting such needs; knowledge of best practices and new trends in public library service delivery; comprehensive knowledge of sound methods of management in relation to the operation of a growing public library system including new developments in the library science profession; comprehensive knowledge of professional library literature; ability to establish and maintain effective working relationships with community leaders, public officials, professional groups and the general public; ability to analyze library needs and to evaluate library services; ability to develop and lead a professional staff; ability to represent the library system at professional library meetings and conferences and on professional panels; ability to speak and write effectively.

## EDUCATION AND EXPERIENCE

Masters in Library and Information Science from an ALA accredited library school. Must be able to secure a Public Library Director Certificate from State of Maryland, Department of Education. Extensive professional administrative/supervisory experience in public library serving a community of approximately 100,000 to 200,000.

## PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling is required.

## SPECIAL REQUIREMENTS

Possession of a valid driver's license.

This is an Exempt Position as defined by Federal Labor Regulations.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential tasks.