

Calvert Library Position Description

Branch: System Wide

Department: Administration

Organizational Relationship:

Reports to: Calvert County Board of Library Trustees

Directly supervises: All Branch Managers, Coordinators and Administrative Assistant

Position Overview:

Reporting to the Board of Library Trustees, the Director, as chief executive officer, has overall administrative and fiscal responsibility for the operation and maintenance of the four branch libraries as well as for the implementation of board policies.

Administrative responsibilities:

- Staff, manage, and evaluate library personnel
- Implement and oversee the execution of approved library policies
- Oversee the security of personnel and customer records
- Manage collection acquisition
- Maintain the safety and security of library facilities
- Develop, implement and report on an annual work plan and a long range plan that demonstrate a commitment to customer service, staff development and innovative library services that are relevant to the Calvert County community
- Initiate board policy review
- Interface with the Calvert Board of County Commissioners, community leaders, county staff and the public
- Prepare Director's report and attend meetings of the Board of Library Trustees
- Advise the Board of Library Trustees of all matters relevant to the administrative operation of the library

Fiscal responsibilities:

- Recommend and develop capital and operating budgets
- Advise the Board of Library Trustees and implement budgets
- Develop and recommend long-range staffing and facilities plans
- Prepare and present monthly fiscal status reports
- Oversee all financial and purchasing activities
- Advise the Board of Library Trustees of all matters relevant to the fiscal health of the library,

Qualifications:

The Director will:

- Display an excellent grasp of diplomacy in all dealings with the Board of Library Trustees, the Board of County Commissioners, and the general public

- Have a comprehensive background in financial management
- Demonstrate strong leadership skills, initiative, and independent thinking
- Lead by example and promote teamwork among library personnel
- Possess strong written/oral communication and public relations skills
- Have experience in writing and competing for grants and other library program awards
- Express an eagerness to interact with the community
- Have experience in managing, maintaining, and renovating library facilities.

Required Education/Experience:

The Director will:

- Hold a Master in Library Sciences Degree from an ALA accredited college or university
- Eligible to obtain a Professional Library Director Certificate from the Maryland State Department of Education
- Have a minimum of ten years, progressively responsible experience in library administration and staff supervision
- Have a minimum of three years, administrative and supervisory experience in a public library major department or as director/assistant director of a public library

Requirements:

The Director will:

- Be available in cases of emergency
- Meet scheduling demands, which include after-hour or weekend work
- Meet deadlines despite frequent interruption.
- Perform all duties as instructed by the Board of Library Trustees
- Seek participation in regional, statewide and national library conferences, attendance at which may require overnight travel.
- Seek to serve on regional and/or statewide library committees
- Seek knowledge of current library trends and new theories, principles and techniques of librarianship
- Possess knowledge of library administration and management techniques, including Maryland Library Laws and the Open Meeting Law.
- Possess knowledge of the functions and responsibilities of a library board of trustees.
- Possess knowledge of Human Resources and Retirement laws and issues

Physical Demands:

- Requires sitting, standing and walking
- Requires reaching, bending, and carrying light to moderate loads
- Requires ability to move about library to help customers
- Requires ability to operate a keyboard and view a computer monitor
- Requires frequent use of a computer
- Requires ability to communicate using a telephone