



Lincoln County Library System

Director

Job Description

EDUCATION: Master's Degree in Library Science from an ALA-accredited program and five or more years of relevant library management experience including supervisory experience.

GENERAL EXPECTATIONS: The Director, whose home library is the Lincoln County Library in Kemmerer, is a highly responsible individual requiring exceptional leadership skills, initiative, and independent judgment. Successful candidate also provides leadership to the Board of Trustees and staff, and promotes the LCLS mission throughout Lincoln County. The Director is responsible for performing duties related to all aspects of strategic and organizational planning, financial and personnel management, grant writing and advocacy.

ESSENTIAL DUTIES:

Any of the following duties may be performed as this individual strives to provide all patrons with the best library and information service possible. These examples are not necessarily regularly performed by the incumbent and do not include all specific tasks an incumbent is expected to perform.

- Responsible for the overall operation and management of the LCLS.
- Defines vision, develops short- and long-term goals and measures progress.
- Directs and coordinates the development and maintenance of library collections in all formats to ensure that the Library System provides materials that meet community needs.
- In conjunction with library staff, ensures that presentations made by library employees meet professional library standards.
- Ensures procedures are implemented for effective management of the LCLS.
- Identifies, develops, promotes and delivers high quality, innovative, and cost-effective services.
- Cultivates innovation and global perspective.
- Develops budgets and maintains sound fiscal management practices.
- Hires, supervises, motivates and inspires staff (and if necessary terminates) with leadership and vision.
- Serves as human resource director for the Library System in conjunction with Assistant Director/Operations Manager.
- Represents LCLS and provides leadership in Wyoming libraries collaborative environments.
- Serves as primary representative to, and facilitates communication with, County Commissioners, other county officials, and the Wyoming State Library.
- Maintains membership in professional organizations.
- Serves on appropriate Boards and committees that further the interests of LCLS and the membership/patrons.
- Serves as advocate for, and promotes, library principles including patron privacy, freedom of speech, and access to information.

- Attends conferences, workshops, and meetings at the state, regional and/or national level to stay informed on issues relating to library management and services.

Responsibilities Specific to the Board

- Serves as Director and official representative of the Board of Trustees responsible for fiscal operation, services and programming throughout LCLS.
- Attends all Board of Trustees meetings, providing expertise, information and recommendations as needed.
- Advises, recommends, revises and formulates policies with the Board of Trustees.
- Oversees a full and accurate account of LCLS funds, providing the Board of Trustees with regular financial and statistical reports, including the annual audit.
- Performs other duties as may be assigned by the President of the Board of Trustees.
- For the Lincoln County Library Foundation: Attends meetings and provides expertise, information and recommendations; prepares and administers the budget; writes grant proposals and administers grant funds; and facilitates fundraising.

Additional Experience/Knowledge/Skills:

- Thorough knowledge of current library policies and procedures.
- Experience in project and strategic planning.
- Strong working knowledge of personnel management.
- Demonstrated ability to build consensus and resolve conflict among diverse groups.
- Skill in building and maintaining effective relationships with the Library Board, staff and community at large.
- Exceptional ability to communicate, both with formal written and oral presentation skills.
- Ability to drive as much as 300 miles in a day to visit branch libraries and to periodically transport library materials.
- Must be able to lift and/or move up to 50 pounds.