

## **Wicomico Public Libraries (MD) – February 2021**

### **Executive Director Position Description**

#### **Essential Duties and Responsibilities**

##### **General Administration**

- Manages the day-to-day administrative operation and functions of the Wicomico Public Libraries (WPL) system.
- Leads Management Team to ensure teamwork and customer service at all levels in the operation of the Library.
- Establishes annual goals and objectives and closely monitors strategic plan compliance.
- Participates actively in appropriate professional associations including the Maryland Library Association (MLA), the Maryland Association of Public Library Administrators (MAPLA) and the American Library Association (ALA) and serves on the Board of the Eastern Shore Regional Library, Inc. (ESRL).
- Develops and maintains policies and procedures covering all aspects of library operation.

##### **Personnel Management and Development**

- Responsible for the overall direction, coordination and evaluation of library employees.
- Implements effective and objective supervisory and evaluation procedures.
- Directly supervises Chief Financial Officer, Human Resource Officer Chief Public Service Officer, Communications Manager, Senior Administrative Assistant and other staff as needed.
- Organizes regular professional development opportunities for staff.

##### **Financial Management and Budgeting**

- Prepares annual operating and capital budget drafts for Board of Trustees (Board) approval; and presents budgets to the County.
- Analyzes, oversees, and coordinates budget and finance management controls, including preparation for the annual audit. Maintains adequate financial records and provides monthly budget reports to the Board.
- Develops and implements an overall fundraising plan, including annual and capital campaigns, solicitation of major gifts, grants, and other funding sources, donor recognition and planned giving under policies approved by the Board.

##### **Facilities Management and Improvement**

- Responsible for maintenance of all Library facilities and vehicles to ensure safe and efficient operation to serve the public.
- Develops and implements a strategic plan for facilities renovations and refurbishing.

### **Management of Print and Electronic Materials**

- Coordinates and supervises selection of new materials.
- Coordinates materials maintenance, including periodic inventories and removal of outdated or damaged materials.
- Promotes print and electronic collections.

### **Library Programs and Services**

- Responsible for planning, delivery and evaluation of direct service to the public, seeking the highest quality of service possible within budget constraints.
- Ensures delivery of high-quality programming to the entire Wicomico County community.
- Markets library resources in innovative ways using social media to maintain and grow usage.
- Responsible for development of an engaging web presence for the promotion of library programs and resources.

### **Community and Board Relations**

- Brings to the Board's attention areas that need specific Board action, including new regulatory requirements and proposals for changes in policy.
- Serves as lead advocate and spokesperson in the community for the WCL.
- Participates in a variety of local networks to promote WCL services and build community partnerships.
- Develops effective working relationships with elected and appointed officials at the local, state and national level to benefit the WCL.
- Promptly and effectively responds to issues and questions from Trustees, community members and local government officials.
- Prepares the agenda and a Director's report for all Board meetings and reviews them in advance with the Executive Committee of the Board.

### **Required Qualifications**

- Master of Library Science degree from an American Library Association accredited program.
- Five years progressively responsible public library experience, with proven experience working in a senior management capacity, including budget and finance, facilities management, library automation and personnel administration.

- Current Maryland State Department of Education certification as Public Library Director, with recertification as necessary, or ability to obtain certification with six months of hire.
- Interest in and knowledge regarding current trends and legislation related to libraries.
- Ability to work independently, exercise considerable judgment in dealing effectively with diverse constituencies, resolve conflict situations in a calm and constructive manner.
- Experience with maintaining a work culture that fosters teamwork and cooperation in order to utilize staff abilities and creativity to the fullest.
- Skill in communicating with library patrons, staff, Library Board members, members of the public, local and state legislators.
- Ability to communicate in testimony to public bodies, and with print, online, radio, or television media.
- Ability to develop visionary and creative yet realistic plans, within financial limitations.