

Job Description Northeast Kansas Library System

JOB TITLE: SYSTEM DIRECTOR

JOB SUMMARY: Responsible for leadership and management of a fourteen county multi-type library system that seeks to pursue leadership and innovation in library service. Duties will include management of planning, fiscal, personnel, service functions, and legislative advocacy.

REPORTS TO: System Executive Board and System Board

EXEMPT STATUS: This position is professional and administrative, and is considered to be exempt from the overtime provisions of the Fair Labor Standards Act and other applicable state and federal laws. No compensation will be made for hours worked in excess of 40 hours per week.

ESSENTIAL FUNCTIONS:

- 1) Continuously seek opportunities for innovation and change in library service.
- 2) Develop and maintain close working relationship with other regional library system directors and the State Librarian, and take a leading role in the development of statewide library services.
- 3) Coordinate the planning and development of goals and programs of service to accomplish the System's mission and vision.
- 4) Serve as technical advisor to the Executive board, and carry out the policies of the System as adopted by the Executive Board and full System Board. Consult with the Executive Board in developing, implementing and evaluating System service operations and policies.
- 5) Develop annual budget and monthly agenda and reports as required in consultation with the Executive Board, publish and make regular reports concerning the budget and the System's fiscal integrity, correlating service programs to the system budget and long range plan.
- 6) Develop an effective staff team to carry out the programs of the System, including but not limited to creation and review of annual goals; recruiting and development of a cohesive staff team; reviewing performance of staff; and developing strategies for the training and development of staff.

- 7) Maintain a positive and effective relationship with member libraries, and provide consulting and advice to library directors and governing boards, including but not limited to governance practices, statutes governing library operations, strategic planning, and library organizational issues.
- 8) Ensure System compliance with all state and federal laws and regulations, including Kansas statutes and administrative regulations and applicable library standards.
- 9) Communicate well and effectively, both orally and in writing, to board and members, and represent the System on local, state and national issues relevant to library legislation and concerns.
- 10) Ensure an active NEKLS presence in the statewide library community, and participate in professional activities.

QUALIFICATIONS

- 1) Master of Library Science degree from a library science program accredited by the American Library Association, plus at least five years progressively responsible administrative experience. Experience in regional library systems or consortia is desirable.
- 2) Ability to prioritize and manage multiple projects, reports, evaluation, on-going activities, and committee activities using effective planning and organizational skills.
- 3) Ability to mediate differences among members and evaluate diverse needs of members using creative and effective solutions.
- 4) Ability to work a flexible schedule as required by the needs of the system.
- 5) Broad understanding of library trends and issues, and knowledge of computer skills and trends in library technology.
- 6) Ability to operate a vehicle and hold a valid personal drivers license.
- 7) Bonding required.

DECISION MAKING

Full responsibility for decision-making and implementation of all system policy and procedures as established by the Executive Board.

ESSENTIAL PHYSICAL FUNCTIONS

The physical demands to perform this job are the ability to operate computers and office equipment, and to operate a motor vehicle. Specific vision abilities required by this job include close vision, distance, vision, color vision, peripheral vision, depth perception and the ability to focus.

Reasonable accommodations that do not create an undue burden will be made to enable individuals with disabilities to perform this job.

SELECTION GUIDELINES:

Written application, oral interview, reference check and job related tests as required by the Executive Board. Appointment is subject to approval by the State Library of Kansas Board.

I hereby understand and acknowledge that any employment relationship with the Northeast Kansas Library System is "at will", which means that the employee may resign at any time and that the Northeast Kansas Library System may discharge the employee at any time, with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing and approved by the executive board of this organization.

The above job description is not an employment agreement between the employee and employer. Changes will be made by the employer as the needs and requirements of the job change.

I have read this job description and am qualified for the position it describes.

Name

Date