

Walla Walla County Rural Library District Executive Director – Job Description

PURPOSE: The District Executive Director is the head administrator of the District, performing professional level organizational and library administrative tasks to provide effective and efficient services to the residents of Walla Walla County Rural Library District.

SUPERVISION: Work is performed under the general direction of the Board of Trustees and in close coordination with District personnel.

WORK ENVIRONMENT: The District Administrator is based in Walla Walla and will travel throughout the District. Activities may occur outside the regular business day, including evenings and weekends. Normal physical activity is necessary, including bending, pushing, pulling, and carrying up to 45 pounds. Activities will include standing, sitting, walking, keyboarding, reading, speaking, and listening.

DUTIES and RESPONSIBILITIES:

Administrative

1. Leads short and long range strategic planning with the Board of Trustees and staff.
2. Implements operating procedures consistent with best practices in organizational structure and library services and to achieve the goals set forth by the Board.
3. Oversees the supervision of personnel, which includes work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
4. Develops annual operating budget and provides direction to its purposes and uses.
5. Manages all aspects of District finances including budgets, investments, audits, taxes, cash management, insurance, interlocal agreements, contracts, leases, bids, purchasing, procurement, E-rate applications, grant writing and all financial reporting. Requires familiarity with Washington State junior taxing district laws and Washington State BARS.

Maintains and compiles statistical data regarding Library operations and provides an annual report to the Washington State Library.

6. Oversees District marketing and community relations programs. Participates in community activities throughout the District. Establishes a working relationship with other governmental entities, elected officials and community organizations.
7. Fosters interlibrary cooperation and coordination on the local, regional, and state level.
8. Participates in leadership roles of state and regional organizations where appropriate.
9. Maintains excellent relationship with Board of Trustees and provides appropriate training for trustees.

10. Enriches professional knowledge and skills through involvement in the professional library community. Provides career development opportunities and training for staff.
11. Serves as one of the District's representatives to the WALNET consortium Board of Directors.

Library Services

1. Provides oversight to branch managers in planning, developing and implementing programs and materials for reading programs, literacy improvement projects, recreational reading, and learning programs.
2. Oversees the development and maintenance of the District's collections in all media.
3. Provides essential technical services for best practices in collection management.
4. Oversees the integration of current technologies in all library services and resources by keeping abreast of new technology related to library services

Facilities Development and Maintenance

1. Oversees operation, maintenance and improvement of District facilities.
2. Works with Board of Trustees in the planning, designing, remodeling, and constructing of library facilities.

Qualifications

1. Master's Degree in Library Science (MLS, MLIS) from an ALA accredited school of library science preferred.
2. A minimum of five years of progressively responsible management experience.
3. Ability to prepare and manage budgets utilizing QuickBooks.
4. Proficiency in current technology, such as Microsoft Office, Google Docs and databases.
5. Ability to obtain a driver's license in Washington State or provide for transportation needs.
6. Demonstrated knowledge of policies and techniques of sound public library management.
7. Commitment to the fullest implementation of the philosophical principles of public library service as outlined in the ALA Freedom to Read Statement and professional literature.
8. Commitment to serving multi-cultural communities; experience with Hispanic/Latino community ethos and needs is desirable.

COMPENSATION:

1. Salary is based on Executive Director range under the District's salary schedule and step level is determined by years of service.
2. Benefits include medical, dental, vision, disability and life insurance, employee assistance program, and Washington State Retirement System.

The Walla Walla County Rural Library District is an Equal Opportunity Employer