

Whitman County Rural Library District

102 S. Main Street

Colfax, WA 99111

(509) 397-4366

**POSITION DESCRIPTION**

POSITION TITLE: Director

FLSA STATUS: Exempt

SALARY: \$60,000-\$80,000 DOE

WORK SCHEDULE: 40 hours per week, Monday-Friday with nights and weekends as needed

SUPERVISOR: Board of Trustees

POSITION SUMMARY: Carry out Board of Trustee policy and administer the operation of the Whitman County Rural Library District

**OVERVIEW OF POSITION:**

The Director provides leadership, direction, stewardship and administrative oversight for all library operations. The Director guides community engagement, partnership activities and promotes the library throughout the county and the region. The Director provides administrative support to the Board of Trustees, helping to develop and successfully implement a strategic vision that best serves the community. The Director is passionate about libraries and rural communities.

**QUALIFICATIONS AND RESPONSIBILITIES:**

1. Work together with, and under the direction of the Whitman County Library Board of Trustees including: attend Board meetings, suggest agenda items, assist in the recruitment of qualified trustees and serve as the Board's liaison with the County Commissioners, staff, Friends of the Library, community organizations and community members, and others.
2. Implement policies established by the Board of Trustees. Develop and recommend policies and policy revisions to the Board of Trustees. Interpret and communicate those policies to library staff through the development of procedures.
3. Advise the Board in Strategic Planning, development of the library's mission, roles, goals and objectives by analyzing, researching, developing and recommending the services, technologies and facilities which are most responsive to community needs and desires.

4. Knowledge of budgets and financial planning. Develop and recommend an annual budget and/or budget revisions to the Board of Trustees; effectively administer all Board approved budgets.
5. Administer all district operations. Manage available resources and funds in a manner that will most effectively and efficiently achieve the District's mission, values and strategic plan, goals and objectives. This might include exploring grants, partnerships or alternate sources of revenue including levy lifts and voting campaigns.
6. Assure functioning of the Bettie Steiger Community Enrichment Center through use fees and fundraising as overseen by the Whitman County Library Friends and Foundation. Nurture the important relationship with the Steiger family through your work.
7. Develop and implement an aggressive marketing strategy that educates the community about all aspects of their library and encourages broad community support.
8. Maintain effective working relationships with the Board of Trustees, Library staff, Friends of Whitman County Library, town and city governments and Whitman County Commissioners.
9. The Friends of Whitman County Library are a close partner in library advocacy, funding and volunteer efforts. Support the group in their efforts to set goals, expand individual memberships and business support through community relationships. Assist in fundraising strategies and/or efforts.
10. Be an active and visible community leader fostering relationships and partnerships and helping to problem solve within the community. Have a robust knowledge of rural communities and their distinct needs. Represent the District in civic and community organizations, with elected officials and government agencies, community organization, the business community and the general public. Participation, activities and decision-making should reflect well upon the library district and its mission, values and goals. Be a strong and effective communicator for both internal staff and the external communities served by the District.
11. Participate in the activities of relevant professional library organizations including Washington Library Association and the American Library Association. Encourage and foster valuable partnerships with other libraries or library organizations including, Washington State Library (WSL), Public Libraries of Washington (PLW), Inland Northwest Council of Libraries (INCOL).
12. Model leadership and management skills which encourages staff and Board members to see the library as a consumer-directed service organization. Devise and implement methods of assessing user needs on a continuing basis.
13. Independently, and through subordinate staff, select, develop, motivate, and evaluate District staff. Adhere to all legal and ethical practices, including disciplinary or termination actions. Seek guidance or legal assistance from outside resources and/or approval from The Library Board when appropriate.

14. Address issues with patrons who display difficult behaviors, not limited to, but including mental health or substance abuse issues. Refer issues to The Library Board or local law enforcement as appropriate.
15. Because of limited staff and funding, WCL's director has generally played a role in direct library operations, be it program and library marketing, reference and circulation, acquisitions, or cataloging for example.
16. Communicate effectively with staff on vision, job direction, projects and programming throughout the district.
17. Maintain strong relations with the branches of WCL, including regular visits to branch managers and time in the communities served by the District.
18. Perform other duties as may be directed by the Board of Trustees

This list is meant to be representative of the core responsibilities of the director, and is not an exhaustive list.

**SUPERVISION:**

The Director works under the general direction of the Library Board of Trustees. Performance reviews are based on the position qualifications and responsibilities and conducted by The Board. Reviews will be scheduled at 6 months of employment or as needed within the first year. Thereafter, reviews will occur annually, or more often as needed.

**WORKING CONDITIONS:**

1. Normal office and library environment.
2. Frequent travel in rural areas, at times in inclement weather
3. Schedule includes nights and weekends as needed.

**ESSENTIAL FUNCTIONS:**

1. Ability to hear and speak with customers, staff and telephone callers.
2. Ability to sit for extended periods.
3. Ability to use keyboard and to view computer monitor for extended periods.
4. Ability to lift and carry at least 40 pounds with or without assistance and to stand for extended periods.
5. Ability to solve problems, including interpretation, setting priorities, delegating and managing detail and multiple demands.
6. Ability to work under medium to high levels of stress.
7. High tolerance for multiple interruptions.

8. Ability to cooperate and get along with a variety of people.
9. Be a strong and effective communicator for both internal staff and the external communities served by the District.
10. Have a robust knowledge of rural communities and their distinct needs.

*Reasonable accommodations will be considered.*