

The Carbon County (Wyoming) Library system is seeking a full time Library Director. This position is responsible for the day to day administration and management of the library system, and plays an active role in policy development and strategic planning.

The Library Director works closely with the Library Board and a dedicated team of about 16 employees to provide library services to the 16,000 residents of Carbon County.

The Carbon County Library System is headquartered in Rawlins, Wyoming, and maintains seven additional branch libraries around the county. After completing a total remodel and move in the summer of 2021, the Rawlins Library now offers a modern and desirable library experience for patrons and employees alike.

The ideal candidate will have an MLS/MLIS from an ALA accredited program, though a bachelor's degree and relevant supervisory experience is acceptable. This position requires excellent leadership and communication skills, strategic thinking, an innovative and flexible mindset, knowledge of current library trends and technologies, and the ability to lead a team scattered around a rural county.

This FLSA (Fair Labor Standards Act) exempt position has a starting salary range of \$50k-\$55k per year. Benefits include health insurance, Wyoming Retirement, and a generous paid vacation/sick leave policy and paid holidays.

See the job description below for more information about the position.

Apply by submitting a cover letter and resume to the Chair of the Board, Linda Fleming, at lfleming22@yahoo.com

First review of applications will be January 19th, 2022. Position will remain open until filled.

Current statistical data regarding all public libraries in Wyoming, including Carbon County, is available at <https://library.wyo.gov/services/ldo/stats/>

Carbon County Library System

Job Description

Job Title:	Executive Director
Position Hours:	Full-Time
Reports To:	Library Board of Trustees
Supervises:	All staff and volunteers, with multiple direct reports from department and branch managers
Approval Date:	December 2021

SUMMARY

This position oversees an 8 branch, rural library system under the direction of the Carbon County Library System Board of Trustees. The Library Director is the executive officer of the Carbon County Library System, providing leadership within the library structure, and is the official representative of the library within the community, county and state.

ESSENTIAL RESPONSIBILITIES AND DUTIES

ADMINISTRATIVE

- A. Provides progressive positive vision, responsible leadership and clear direction to the library system
- B. Directs, manages and supervises day to day library system operations to achieve CCLS mission and goals using available resources
- C. Attends all Library Board of Trustee meetings, and provides reports and professional advice on Library System issues
- D. Supervises the preparation of Library Board of Trustees meeting agendas and materials
- E. Develops and recommends to the Board policies and regulations for the operation of the library system in accordance with federal, state, and local laws
- F. Administers, implements, and assures compliance with properly adopted policies

- G. Studies, standardizes and develops procedures to improve efficiency and effectiveness of all branch [Carbon County library] operations
- H. Monitors statistics, budgets, and other benchmarks for quality control and improvement
- I. Works with the County's Buildings and Grounds Manager to maintain safe, functional buildings for staff and customers
- J. Maintains administrative files and records as required by law
- K. Acts as the liaison between the Library Board and CCLS staff

PERSONNEL

- A. Hires, supervises and terminates staff with assistance of supervisors, according to library job descriptions, job requirements and personnel policies
- B. Facilitates cross-departmental communication through meetings, emails, and inter-departmental teams
- C. Communicates work progress, work problems, and library related issues with co-workers, supervisors, and all staff as appropriate
- D. Conducts regularly scheduled staff meetings
- E. Encourages staff members to maintain and upgrade their library skills and knowledge through continuing education opportunities
- F. Works with HR to resolve grievances, assists subordinates in performing duties, and addresses issues, errors and complaints in a proactive manner
- G. Coordinates written and oral instructions; assigns duties and examines work for exactness, neatness, completion and conformance to policies and procedures
- H. Coordinates and reviews workloads and staff assignments and reassigns as needed
- I. Provides and/or assigns training and motivation to CCLS
- J. Conducts performance reviews, provides goal setting and directs changes as needed

ACCOUNTING/BUDGETING

- A. Prepares an annual budget with the Library Board's input and approval; coordinates with the Board to present the budget to the County Commissioners.
- B. Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time
- C. Approves employee payroll and reviews state and federal payroll reports
- D. Approves all library purchases
- E. Monitors revenues and expenditures to assure sound fiscal control
- F. Prepares and submits all necessary budget reports to federal, state, and local agencies as is required by law

GRANT WRITING

- A. Responsible for researching available grant opportunities, facilitating activities to prepare, submit and manage grant proposals
- B. Comply with all regulations associated with grant awards

COMMUNITY RELATIONS

- A. Attends all Library Foundation meetings and works with the Foundation to provide support to the library system
- B. Serves as a liaison between the library system and Friends of the Library groups
- C. Establishes and maintains effective working relationships with government officials, community, business and civic groups, the media and the public
- D. Speaks before citizens groups, businesses and civic organizations to inform the public of policies, procedures and the availability of services for public use
- E. Supports library legislation on the local, state, and federal level
- F. Maintains a high level of library service and friendly, inviting atmosphere within the libraries
- G. Maintains status in the American Library Association, Public Library Association, the Wyoming Library Association, and WYLD
- H. Seeks new and innovative ways for branch libraries in the system to be relevant to their communities

GENERAL

- A. Maintains professionalism by exercising tact, flexibility, diplomacy, and courtesy at all times
- B. Observes customer confidentiality
- C. Provides optimal customer service at all times
- D. Works with other members of the staff in a cooperative manner
- E. Follows established channels of communication
- F. Follows directions and works without close supervision
- G. Works flexible schedule and provides backup coverage as needed
- H. Seeks out appropriate educational opportunities and trainings
- I. Supports and promotes all library collections, events, programs, and services within the library system
- J. Performs other duties as assigned by the Library Board of Trustees

MINIMUM REQUIREMENTS

- MLS/MLIS from an ALA accredited program is preferred, Bachelor's degree in a related field is required
- Knowledge of accounting principles; knowledge of current state and federal tax and labor requirements
- Knowledge of and ability to apply effective supervisory and management techniques
- Valid driver's license with clean driving record and ability to be insured
- Strong grammar and spelling skills
- Strong interpersonal and public speaking skills
- Two years of supervisory experience
- Solid understanding of library theory
- Strong computer skills including competency in Microsoft Office Suite and Web 2.0 software
- Excellent customer service skills

PHYSICAL EFFORT AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to reach with hands and arms, occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

NONCONTRACTUAL

Nothing in this position description should be construed as an employment contract. The Carbon County Library System Board of Directors reserves the right to modify salaries, schedules, contributions to health insurance programs, and other benefits programs.