

South Central Library System

SYSTEM DIRECTOR

Position Description

10/2023 Revision

General Description:

In partnership with the South Central Library System's Board of Trustees, the System Director provides administration and leadership for the South Central Library System (SCLS). Specific responsibilities include ensuring a high level of System services on behalf of the member libraries, maintaining compliance with pertinent laws and regulations and carrying out the policy decisions of the SCLS Board of Trustees.

Essential Functions:

I. The System Director provides vision and leadership for the South Central Library System and administers the services and activities of the System. Specific responsibilities are to:

- a. Coordinate the creation and presentation of the annual budget and plan, strategic plan, annual reports, and all such documents required for System statutory compliance to the SCLS Board, member libraries, and governing and regulating bodies.
- b. Ensure that any other actions required to keep the System in compliance with all planning and reporting requirements of the law are taken in a timely manner.
- c. Ensure that all activities required for the successful implementation, operation and evaluation of membership governance processes are in place and carried out.
- d. Ensure that member libraries participate in the evaluation of System services.
- e. Ensure that the planning and evaluation processes required to improve and enhance current System services, and to develop future service programs, are in place and accomplished.
- f. Communicate regularly and effectively with member libraries concerning current and proposed System activities and other issues of concern to the System and its members.
- g. In consultation with appropriate System staff and member library groups, create or negotiate plans, budgets, contracts, and other documents and agreements required to develop and operate System services and programs.
- h. Monitor ongoing System programs, services, and contracts to ensure that they operate effectively and efficiently, in accordance with existing plans and budgets, and in compliance with System policies and pertinent laws and regulations.
- i. Work with libraries, local library boards and SCLS staff to identify, investigate and advocate a variety of traditional and creative sources of funding for the System and its member libraries.
- j. In consultation with the HR & Finance Coordinator, provide overall guidance for the hiring, supervision, and performance evaluation of System staff.
- k. In consultation with appropriate staff, advise and/or act in matters related to violations of personnel policies.
- l. Supervise the HR & Finance Coordinator, Consulting Services Coordinator, Technology Services Coordinator, Delivery Services Coordinator and other staff as appropriate.

- m. Create and maintain a work environment that attracts and retains employees of the highest possible caliber, and enables them to work in an efficient and effective manner.
- n. Communicate regularly and effectively with System staff and the South Central Library System Board of Trustees concerning current and proposed system activities and other issues of concern.
- o. Ensure the development and maintenance of appropriate manuals, policies, and procedures necessary to the smooth and effective functioning of the System.

II. The System Director supports and acts as an agent for the Board in its execution of powers and duties.

Responsibilities include:

- a. Ensure System fiscal operations are in compliance with Board investment policy and budget guidelines and that an annual audit report is made to the Board.
- b. Ensure timely preparation and distribution of library board meeting agendas and reports, in cooperation with the library board president.
- c. Monitor and carry out System policies and propose governance, policy and by-law changes to the SCLS Library Board as needed.
- d. Prepare a self-reflective performance evaluation, a review of current position description, and goals for the coming year to discuss with the Board Personnel Committee as part of the director's annual evaluation process.
- e. Present to the SCLS Board for action any plans, budgets, contracts, and other documents and agreements required to develop and operate System services and programs.

III. The System Director represents SCLS in local, state and national venues and advocates for the best interests of the libraries within the South Central Library System.

- a. Represent SCLS at a variety of meetings and events at the local, state, and/or national level as required.
- b. Serve as a member of local, regional, state, and or national groups as necessary to further library services planning and development to advance system goals.
- c. Actively participate in advocacy activities that promote the visibility, services and viability of public and non-public libraries and public library systems.
- d. Ensure that member libraries, System staff and trustees are involved and represented in local, state, and national library matters that support System goals.
- e. Participate in library services planning, development, legislation, library funding and related advocacy efforts.
- f. Establish productive working relationships in library, legislative, governmental, business, and other communities.
- g. Participate in continuing education activities pertinent to new developments and directions in the library and information fields and to the other tasks outlined here.
- h. Assure that the SCLS staff act in consultation with member libraries on special projects such as library director recruiting and technology projects.

IV. The System Director provides consulting services to member libraries.

- a. Respond to member library requests for assistance and information concerning topics such as library administration and management and library law.
- b. Assist member libraries and municipalities in meeting statutory requirements for System membership and effective participation.
- c. Assist member libraries to obtain the resources needed to provide quality library service through effective interaction with local government.

V. The System Director serves as a voting member on the Board of the South Central Library System Foundation and supports the programs of the Foundation and the activities of the Foundation Board.

VI. The System Director performs other duties as required.

Required Qualifications:

- MLS from ALA accredited library school.
- Minimum six years library management experience, with a history of increasing responsibility.
- Extensive knowledge of the library and information service resources including a thorough understanding of current trends and developments in library automation and technology.
- Proven innovative leadership and ability in administration, planning, budgeting, program management, personnel supervision, fundraising, negotiation, and communication.
- An articulate public speaker, with strong written and oral communication skills.
- A demonstrated commitment to consensus building and collaborative action.
- Ability to establish and maintain effective working relationships with library trustees and staff, member libraries, local and state officials and other groups.
- Demonstrated political insight and an understanding of legislative and regulatory processes.
- Demonstrated ability with computers and computer applications.
- This position requires a car and the ability to travel independently.
- Must be able to provide proof of auto insurance and a copy of a valid driver's license annually.