

Yakima Valley Libraries

Executive Director

FLSA: Exempt

Job Purpose and Summary

Directs and manages all library service programs and operations to fulfill the goals and mission of Yakima Valley Libraries within policies set by the Library Board of Trustees. Responsible for strategic planning, organization and direction of library operations to ensure the effective, efficient delivery of library services, responsive to the needs of the communities served. Will uphold the concept of Intellectual Freedom, based on the First and Fourth amendments to the US Constitution, which affords all library users the right to seek and receive information on the subject of one's interest without examination or scrutiny by others.

Supervision Received and Exercised

Receives general direction from the Library Board of Trustees. Exercises direct supervision over managerial, supervisory, professional, technical, clerical, or volunteer staff.

Essential Duties and Responsibilities

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Welcomes and serves patrons of the library using high quality customer service practices. This includes: greets customers sincerely, speaks in a friendly manner, welcomes and serves customers without regard to race, color, religion, gender, sexual orientation, national origin, perceived or real disability, age, ancestry, or other characteristics; acknowledges customer's presence as soon as possible, even if occupied; does not communicate any value judgment when interacting with customers, and verifies that customer's needs are met.
2. Provides effective, visionary leadership to facilitate the attainment of Library goals and objectives. Directs long-range planning and annual plans for services, facilities, staffing, technology and funding system wide.
3. Obtains input from staff and the public; provides guidance and oversight for strategic planning, and provides policy and action recommendations to the Yakima Valley Libraries Board of Trustees.
4. Guides and directs staff on mission, goals, strategic objectives and standards of service. Communicates library goals and objectives, interprets them to staff, and monitors progress towards them. Confers with senior managers to ensure their actions are supportive across organizational lines and are consistent with plans

- and objectives. Reviews and evaluates operating results throughout the system, and initiates changes as required.
5. Supervises managers and staff to coordinate a variety of activities designed to promote patronage of Yakima Valley Libraries.
 6. Directs and monitors the development of the annual budget and oversees its implementation. Provides guidance in the development of long-range forecasts for operating and capital expenditures; develops strategic financial plans to meet short and long range objectives.
 7. Develops, implements and maintains personnel management programs and practices, consistent with Library policy, that are designed to attract, develop, compensate and retain competent personnel. Ensures a system that enhances employee performance by selecting, training, delegating, motivating, and appraising Library personnel, inclusive of union contract employees.
 8. Maintains the quality and morale of the library staff and provides for a program of continuing education assuring that staff members are properly trained for their jobs.
 9. Conducts performance appraisals of direct reports.
 10. Ensures the efficient selection, maintenance and circulation of an optimum collection of print, non-print, and electronic materials.
 11. Prepares materials for Library Board of Trustees meetings; makes recommendations to the Library Board on best practices for library services.
 12. Cultivates and maintains positive relationships with local officials, government entities, citizens' groups, public service organizations, Friends, the Library Foundation, community groups, news media and the public.
 13. Establishes a leadership role and maintains high visibility in the community to exchange information, assess needs, and develop collaborative relationships with a wide variety of interest groups.
 14. Participates in professional associations and activities; reads professional journals and publications; stays abreast of new trends and innovations in the field of library science, technology, labor laws and Washington State Laws as they pertain to library operations.
 15. Performs other duties as assigned.

Qualifications

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1. Master of Library Science and State of Washington Librarian certificate. Additional training in public management principles and practices desirable.
2. At least five years of professional administrative and management experience in a public library setting with increasing levels of responsibility. Experience in a multiple branch library system is desirable.

Knowledge of:

1. Principles, practices, and procedures of library administrative management (including strategic planning, organizing, controlling, and evaluating), and the ability to interpret them to the staff and the public.
2. Modern public library program development and administration, including current trends, needs assessment, and information technology.
3. Extensive knowledge of current practices and trends in providing responsive library services and collections to diverse communities, age groups, and population groups.
4. Principles and practices of budget preparation and administration, financial planning, bond, levy, and special elections, and legislation affecting library revenue and financing mechanisms.
5. Principles and practices of long and short range planning, goal setting, and progress evaluation.
6. Principles and practices of supervision, training and performance evaluation.
7. Principles and practices of intellectual freedom and the Library Bill of Rights.
8. Pertinent Federal, State, and Local laws, regulations, and ordinances as well as all Library System policies, procedures and Union contract provisions.
9. Modern office methods, equipment, practices and procedures including PC usage and familiarity with word processing and spreadsheet software, and other personal computer applications, emailing systems, and web-based searching.

Skill in:

1. Type, word process or enter data at a speed and accuracy level necessary for successful job performance.

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2. Interpersonal relationships and teamwork, including negotiations and problem solving.
3. Effective written and verbal communications, including public speaking.

Ability to:

1. Gain thorough knowledge of Yakima Valley Libraries policies, procedures and programs.
2. Represent Yakima Valley Libraries in a positive, responsive manner to the Library Board of Trustees, staff, public, volunteers, and supporters.
3. Develop and implement system wide goals, objectives, programs and plans, inclusive of direction to staff covered by union contract.
4. Manage and mentor employees and foster a team environment.
5. Analyze complex problems, identify and evaluate alternatives, project consequences of proposed actions, and implement changes in support of goals. Use independent judgment on a frequent basis.
6. Research, analyze, and evaluate new library service delivery methods, procedures, and techniques.
7. Establish priorities and organize workload.
8. Establish and maintain a pleasant and productive working atmosphere.
9. Keep all relevant parties informed of all major issues and to recommend changes as appropriate.
10. Work and communicate effectively with diverse staff in numerous locations in order to accomplish library goals and objectives.
11. Supervise, plan, and coordinate the work of diverse staff (union and non-union employees) in order to accomplish library goals and objectives.
12. Operate relevant computer systems, including hardware and software and office machines.
13. Obtain a valid Washington driver's license.
14. Attend work on a regular and dependable basis.

Work Environment and Physical Demands

1. Normally seated, standing or walking at will.
2. Normal physical activity including some bending, pushing, pulling, and lifting and carrying, which may range up to 45 lbs. upon occasion.
3. Keyboarding and working at a computer monitor for extended periods required.
4. Phone usage, reading, speaking, and listening required.
5. Interaction with library system staff, library customers and members of the public, other libraries, agencies and organizations, or vendors will be necessary to resolve situations or problems.
6. Extensive travel within service area, the region and the state, some early morning, evening and weekend work required.

Signature

Date

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