



Campbell County Job Description

Classification Title	Executive Director, Library
Job Code	EX
FLSA Status	Exempt

GENERAL SUMMARY

Plans, directs, manages, and oversees the activities and operations of the Campbell County Public Library System (CCPLS). Provides leadership and vision for CCPLS services, staff, facilities, and activities. Works with others to develop long and short-range planning. Recommends policies to the Board and assists in their formulation. Administers the budget, staff, and physical facilities of the CCPLS. Monitors and evaluates the efficiency and effectiveness of services. Leads, directs, supervises, and trains staff. Provides highly responsible guidance, direction, and support to the Campbell County Public Library System Board.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Provides leadership and vision for all Campbell County Public Library System (CCPLS) services, staff, facilities, and activities. Works with the board, management team, and staff to develop long and short-range planning. Facilitates the development of CCPLS goals, objectives, policies and priorities. Implements and administers goals and assesses progress.
- Recommends policies to the Board and assists in formulation. Develops and updates policies for selection and purchase of all library materials for board approval.
- Serves as a staff representative to the Board. Prepares agenda, discussion items, and reports for scheduled board meetings. Serves as an ad hoc member of The Library Foundation Inc., and as a liaison to the Friends of the Library.
- Prepares the annual budget and administers the budget as approved by the Board and County Commissioners. Negotiates contracts. Directs, monitors, and approves expenditures. Monitors and evaluates budget reports. Develops and schedules equipment purchase and replacement. Participates in grant application processes.



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- Monitors and evaluates the efficiency and effectiveness of services. Identifies opportunities for improvement and directs the implementation of changes. Assesses and monitors workload, administrative support systems, and internal reporting relationships. Manages special projects as needed. Oversees and prepares administrative, statistical, and financial reports.
- Responds to and resolves difficult and sensitive inquires and complaints. Works closely with Wyoming State Library on statewide projects. Serves on state and local committees.
- Markets library programs and services and facilitates positive community and public relations. Seeks community partnerships. Coordinates system activities with other County departments, outside agencies and organizations, elected officials, and other stakeholders.
- Stays abreast of new trends and innovations in the field of public library management. Responds to change on the national scene and provide local direction. Seeks appropriate emerging technologies that enhances library and information services and/or improves efficiency. Attends workshops, conferences, and classes to increase professional knowledge.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Required Education and Experience:

- Graduate Degree in Library Science from an American Library Association accredited college or university or Graduate Degree in a related field
- Nine (9) + years of experience in library management
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications:

- Class C driver's license



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COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Principles, methods, and practices of public library system administration
- English grammar, spelling, and punctuation
- Principles and practices of basic bookkeeping
- Modern office procedures, methods and computer equipment
- Principles and practices of employee supervision
- Public library program development
- Applicable Federal, State, and local laws, codes, and regulations
- Library classification, circulation, distributing, cataloging, and reference techniques, and practices
- Budget preparation and administration
- Contract administration
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs
- Principles and practices of project management
- Marketing and public information strategies

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios
- Communication, both oral and written

Ability to:

- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files



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- Maintain the confidentiality of information and professional boundaries
- Analyze feasibility of projects and proposed programs
- Develop, implement and administer goals, objectives, and implementation strategies
- Oversee and prepare administrative and financial reports
- Deliver presentations

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		



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Fumes or airborne particles	X		
Toxic or caustic chemicals, substances or waste	X		
Loud noises (<i>85+ decibels</i>)	X		
Other	X		

PHYSICAL DEMANDS

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 position involves light physical demands, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

Date created:	10/08/2019
Dates revised	03/04/21