

JEFFERSON COUNTY LIBRARY COOPERATIVE, INC./EXECUTIVE DIRECTOR

JOB DESCRIPTION FOR APPLICANTS

IDENTIFICATION

Organization: Jefferson County Library Cooperative, Inc. (JCLC); <http://www.jclc.org/>
Job Title: Executive Director
Status: Exempt
Reports to: JCLC Board of Directors, Officers
Supervises: Directly: Administrative Assistant; Directly and/or through appropriate delegation - 4 full-time and 3 part-time employees
Salary range: Competitive salary commensurate with education and experience: Salary range: \$92,331 - \$106,891 .
Date: September 10, 2018

MISSION: The mission of the Public Libraries In Jefferson County is to connect all citizens countywide by providing resources and community-building opportunities that inspire life-long learning.

EXECUTIVE DIRECTOR

The Jefferson County Library Cooperative (JCLC) Board of Directors seeks an energetic, creative professional with a passion for innovation, learning, and community service to work under the direction of the JCLC Board of Directors, in conjunction with member library staff, in providing outstanding and visionary library service to Jefferson County.

The executive director's primary responsibilities are to provide leadership and direction in the development and implementation of short and long term plans, to administer the Jefferson County Library Cooperative's fiscal program, coordinate the planning, development, and management of the Jefferson County Library Cooperative's program of service, and establish effective working relationships with community leaders.

RESPONSIBILITIES

The Executive Director is responsible for directing and coordinating all JCLC activities. These include serving as a vital communication link and consensus builder among 22 member libraries (40 locations), the Alabama Public Library Service, other systems, and outside entities that are mutually beneficial to JCLC. The Executive Director directly manages one administrative assistant, and indirectly four additional full-time employees and three part-time employees. The ideal candidate will develop a clear vision of the countywide cooperative as a service driven organization, and will come with a full repertoire of ideas and experience in assessing and meeting the needs of a geographically dispersed county.

A. Planning (10%)

- Shapes vision, mission and strategic plans including service and structural changes to ensure continued sustainability and growth of JCLC.
- Identifies trends, new services and technologies that enhance services; revenue opportunities and to ensure quality service levels.
- Develops annual and long-term objectives.
- Maintains current strategic five-year plan for the Alabama Public Library Service.
- Plans programs and recommends policies for JCLC.
- Works closely with county, state officials and local government agencies.
- Plans major fundraising projects for JCLC.
- Works with local communities upon request when they want to set up and open a new library.

B. Organizing Library Functions and Activities (15%)

- Establishes operational policies and procedures.
- Oversees the integrated computer system and catalog, information technology support and computer/network services and security, delivery services, and web presence, to ensure countywide library activities and services take place in an orderly manner.
- Establishes timelines for projects.
- Oversees preparation of contracts for bids.

C. Human Resources Management (5%)

- Analyzes personnel needs for JCLC.
- Oversees new employees receive orientation and training on policies and procedures.
- Completes performance appraisal forms for administrative assistant.
- Recommends revisions to personnel policies/procedures as needed.
- Maintains JCLC's personnel records.
- Conducts staff meetings as required.

D. Leadership/Directing (30%)

- Provides leadership to all areas of the agency's operations including services, administration and financial affairs.
- Visits and advises member libraries as needed.
- Makes presentations to funding bodies.
- Plans and prepares agenda and minutes for monthly Board of Directors' and Executive Committee meetings.
- Directs activities for all JCLC services.
- Recommends changes in countywide departments to improve working conditions and service as required.
- Oversees delivery system and computer system.
- Oversees operations of library's contractual services.
- Prepares annual statistical reports for Board, county, and state agencies.
- Receives regular written and oral reports regarding activities of JCLC and takes corrective actions as deemed necessary.

E. Budgeting and Finance (10%)

- Develops annual budget and monitors expenditures of approximately \$1.2 million budget.
- Is responsible for and monitors financial expenditures throughout the fiscal year, making adjustments as needed in order to stay within budgetary guidelines.
- Prepares annual budgetary reports as required for JCLC, state aid, Jefferson County, and LSTA.
- Maintains accounting records on non-appropriated funds (contributions, fees, honor/memorials, etc.).
- Oversees a purchasing system. Approves and signs all purchase requisitions, check requests and co-signs checks with officer of the Board.
- Administers grant funds.
- Works with auditor to prepare annual audit and maintains a financial and accounting system in accordance with generally accepted auditing standards.

F. Fundraising and Grant Activities (15%)

- Leads efforts to secure new and private funding and maintain existing funding.
- Administers major fund raising projects.
- Maintains and oversees donor database and fundraising reporting mechanisms.
- Prepares public relations materials for campaigns, annual report and coordinates distribution. May contract with public relations firm as needed and funding allows.
- Leads grant opportunities, researches and writes grant proposals.
- Administers grant funding.

G. Advocacy, Public Relations and Related Duties (15%)

- Promotes positive relations throughout the county.
- Works with Jefferson County officials and state legislative committee to secure funding for JCLC and state funding for libraries.
- Actively seeks public and financial support for JCLC.
- Monitors all publicity on JCLC major fundraising and programming events.
- Works with area schools to coordinate school and library programs on countywide projects.
- Speaks to community organizations on behalf of JCLC upon request.
- Attends local, state-wide and national meetings, conventions and workshops as funding allows.
- Submits written articles to local newspapers/journals and/or professional publications as needed.
- Reads professional journals and publications to remain informed of current library trends.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the Public Libraries In Jefferson County.
- Knowledge of general library policy, procedures, professional practices and personnel law with regard to libraries' policies.
- Knowledge of principles and techniques of managerial planning to develop, review, and approve both long range and short-range operational plans.
- Excellent communication skills required. Skill to verbally communicate effectively to deliver speeches, counsel and instruct employees, conduct Board meetings, respond to questions, and represent member libraries before community and civic groups.
- Knowledge of finance and accounting concepts contained in operations and funding budgets.
- Knowledge of principles and techniques of management, including planning, organizing, directing, staffing, and control.
- Knowledge of technical systems, integrated library systems, Internet and Windows.
- Skill to write clearly to convey descriptive and budgetary information in required managerial reports and budgets.
- Mathematical skills required for budgeting, statistical purposes and reports.
- Knowledge of public human resources management including recruiting, selection, training, performance appraisal, compensation, and record keeping.
- Skill to appraise employee performance consistent with policy and personnel law including counseling and resolution of individual employee performance problems.
- Skill to be diplomatic when solving problems.
- Ability to establish appropriate goals and objectives and to develop plans for encompassing short-term, intermediate-term, and long-term operational periods.
- Ability to organize work, establish and maintain an appropriate organizational structure, and delegate authority to staff to accomplish plans.
- Ability to lead and motivate the Board and staff countywide in diverse activities.
- Ability to participate effectively in community and civic programs through service on various boards and committees as time allows.
- Ability to establish and maintain an effective working relationship with associates and patrons.
- Ability to maintain confidential information.
- Ability to be self-motivated and work independently to accomplish goals without close supervision.
- To work when needed - includes nights and weekends; to be on call as needed for emergency situations or to appoint a designee when out of town.
- Valid driver's license required to provide transportation to meetings or events in order to carry out library activities.
- The ability to stand and sit for long periods of time; the ability to push 50 pounds; the ability to lift 30 pounds.

Credentials and Experience: Masters of Library and Information Studies (MLIS) from an ALA accredited school. Five years executive level experience managing library or department operations, experience in budgeting and financial management. Additional five years library management experience desired. Advocacy, grant writing, nonprofit and fundraising experience desirable.

Compensation/Benefits: Salary is negotiable based on qualifications and experience. Salary range: \$92,331-\$106,891. A comprehensive benefits package is also provided. Excellent benefits include major medical health coverage, dental, life insurance, vision, 401(k) retirement plan contributions, sick and vacation leave, and 12 paid holidays per year. Applicant must pass a pre-employment health and drug screening before being employed by the Jefferson County Library Cooperative. A background and credit check will be required.

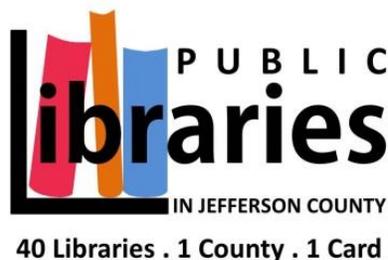
The Administrative Office of the organization is housed at the headquarters for cooperative services - Birmingham Public Library, Central, 2100 Park Place, Birmingham, AL 35203, 205-226-3615. Interested parties may learn more about the Jefferson County Library Cooperative, Inc., a nonprofit 501 c (3) organization, at <http://www.jclc.org/>.

Application and Selection Process:

1. Formal application at www.jclc.org/about/employment;
2. A one-page statement of your management philosophy, community relations, advocacy, grant writing, nonprofit and fundraising experience, and professional goals;
3. A detailed resume;
4. College transcripts;
5. Three (3) professional letters of reference;
6. For questions contact Pat Ryan, Executive Director, JCLC, 205-226-3615;
7. **Mail to: JCLC Executive Director Search Committee,
c/o JCLC President Deborah Fout
Homewood Public Library
1721 Oxmoor Road
Homewood, AL 35209
No later than 5:00 p.m., Monday, October 1, 2018**

The above job description is not intended as; nor should it be construed to be exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Jefferson County Library Cooperative, Inc. is an Equal Opportunity Employer



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