

Executive Director: Washington County Library System

Reports to: System Board

Position Summary: Administer the Washington County Library System, a federated library system, made up of fourteen independent libraries, in accordance with State Codes and System by-laws and policies. Works closely and cooperatively with the District Consultant Librarian.

Duties:

- Represents the library system at County Commissioners' meetings, county-wide networking state-wide events, or partnering opportunities.
- Promote and implement the objectives of the System's strategic plan.
- Identify issues or concerns that may impact WCLC including advising the System of potential legislation and its impact on members and staying current on all things happening in Washington County (join lists, read newspaper...)
- Prepare and/or submit, in a timely manner, all required State and Federal reports including but not limited to Technology Plans, Audit, Annual Report, County Coordination Aid, and State Aid Plan.
- Assists in planning System Board meetings (arranges location/virtual session; emails reminders; emails minutes & agenda; creates agenda with Board President; prepares hand-outs for meeting; takes minutes, orientations for new members).
- Prepare and administer the System budget. Track budget in coordination with the Treasurer.
- Provide PR/Mktg materials for any system projects or events.
- Coordinate and negotiate the County Coordination Plan with the member libraries.
- Report at least quarterly the activities of the System to member libraries. Plan and chair the Librarian meetings. Coordinate system-wide grants, activities, and trainings.
- Assist and support member libraries with reporting and other needs that are required for them to meet and maintain the Standards in accordance with the Library Code. Assure compliance with all federal, state and local laws and regulations.
- Visit libraries as requested.
- Prepares State and County Aid payout summaries for the member libraries.
- Attend system member library board meetings as requested.
- Provides District Consultant with necessary copies of plans, reports, board lists, budgets.
- Oversee the management of any libraries under System control.
- Provide bookkeeper assistance to any libraries under System control.
- Manage payroll for the System, including employees from any libraries under System control.
- Any other duty as needed to support the development of the county library system.

Required Qualifications/Skills:

- Masters in Library/Information Science from an ALA accredited institution required.
- At least two years' experience administering a small- or medium- sized library.
- Strong computer skills: databases, word processing, spreadsheets.
- Excellent communication and interpersonal skills.
- Excellent organizational and report generating skills.
- Detail oriented.



Washington County
LIBRARY SYSTEM