

Northeast Kansas Library System

Title:	Library System Director
FLSA Status:	Exempt Salaried

JOB SUMMARY: The Northeast Kansas Library System [NEKLS] Director leads and manages a fourteen county multi-type library system that inspires and empowers member libraries to engage, educate and add value to their communities. Duties include management of planning, fiscal, personnel, service functions, and legislative advocacy.

REPORTS TO: System Executive Board and System Board

EXEMPT STATUS: Position is professional and administrative, and is considered to be exempt from the overtime provisions of the Fair Labor Standards Act and other applicable state and federal laws

ESSENTIAL FUNCTIONS:

Leads NEKLS in focusing upon its six Strategic Areas of Focus:

- **Community Engagement:** Preparing library staff and other leaders to survey the landscape and engage their “communities” wherever they may be found
- **Core Competencies:** Supporting library staff and other leaders in gaining access to the core knowledge, skills and tools required to advance a vibrant library
- **Critical Literacies:** Collaborating with member libraries to help individual develop the literacies necessary for a fulfilling life
- **Exploration:** Encouraging NEKLS staff and member libraries to explore innovative and new ways of doing
- **People:** Focuses on the enrichment and growth of an organization’s greatest asset—its people
- **Sustainability:** Providing NEKLS staff and member libraries with the resources necessary to excel

Leads as Executive Director of the Northeast Kansas Library Foundation

- Responsible for Foundation board recruitment and development
- Responsible for shaping and implementing a strategic plan that aligns with the Northeast Kansas Library System strategic plan
- Responsible for Foundation donor database and legal filings

The specific statements shown in each section of this description are not intended to be all inclusive, but represent typical elements and criteria considered necessary to successfully perform the job.

Northeast Kansas Library System

Leads oversight on the Next consortium and Kansas Library Express (KLE) Courier

- Hires day-to-day managers of the Next consortium and the KLE and monitors and evaluation performance
- Is signatory on Next contract with ByWater and contract with Henry Industries
- Provides leadership in the Next consortium and on the Kansas Courier Policy Committee

In addition:

- Develops and maintains close working relationship with other Kansas regional library system directors and the Kansas State Librarian
- Performs a leading role in the development of statewide library services.
- Coordinates the planning and development of goals and programs of service to accomplish the System's mission and vision.
- Serves as technical advisor to the Executive board, and carries out the policies of the System as adopted by the Executive Board and full System Board.
- Consults with the Executive Board in developing, implementing and evaluating System service operations and policies.
- Develops annual budget and monthly agenda and reports as required in consultation with the Executive Board, publishes and makes regular reports concerning the budget and the System's fiscal integrity, correlating service programs to the system budget and Strategic plan.
- Develops an effective staff team to carry out the programs of the System, including but not limited to creation and review of annual goals; recruiting and development of a cohesive staff team; reviewing performance of staff; and developing strategies for the training and development of staff.
- Maintains a positive and effective relationship with member libraries, and provides consulting and advice to library directors and governing boards, including but not limited to governance practices, statutes governing library operations, strategic planning, and library organizational issues.
- Ensures System compliance with all state and federal laws and regulations, including Kansas statutes and administrative regulations and applicable library standards.
- Communicates well and effectively, both orally and in writing, to board and members, and represents the System on local, state and national issues relevant to library legislation and concerns.
- Ensures an active NEKLS presence in the statewide library community, and participates in professional activities.

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Northeast Kansas Library System

QUALIFICATIONS

- Master of Library Science degree from a library science program accredited by the American Library Association, and a minimum of five years of progressively responsible administrative experience, ten years preferred. Experience in regional library systems or consortia is preferred.
- Demonstrated ability to prioritize and manage multiple projects, reports, evaluation, ongoing activities, and committee activities using effective planning and organizational skills.
- Demonstrated ability to mediate differences among members and evaluate diverse needs of members using creative and effective solutions.
- Willingness and flexibility to work irregular hours and to travel for extended periods as required by the needs of the system.
- Experience with library trends and issues; computer skills including spreadsheets, accounting software, and remote-access technologies.
- Bonding required.

DECISION MAKING

Full responsibility for decision-making and implementation of all system policy and procedures as established by the Executive Board.

ESSENTIAL PHYSICAL FUNCTIONS

- Ability to operate computers and office equipment.
- Ability to legally operate a motor vehicle.

EOE STATEMENT

NEKLS is an EOE. NEKLS provides equal access to and opportunity in its programs, facilities, and employment without regard to race, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status.

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Northeast Kansas Library System

SELECTION GUIDELINES

Written application, oral interview, reference check and job-related tests as required by the Executive Board. Appointment is subject to approval by the State Library of Kansas Board.

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August 2020

Northeast Kansas Library System

I hereby understand and acknowledge that any employment relationship with the Northeast Kansas Library System is "at will", which means that the employee may resign at any time and that the Northeast Kansas Library System may discharge the employee at any time, with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing and approved by the executive board of this organization.

The above job description is not an employment agreement between the employee and employer. The flexibility to adopt "other duties as assigned" for the good of NEKLS is required of the Director.

I have read this job description and am qualified for the position it describes.

Name

Date

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August 2020