

Board Basics

DIRECTOR'S JOB DESCRIPTION

POSITION: DIRECTOR

SALARY GRADE: (NOT GRADED) – Salary Set by Board

REPORTS TO: Board of Trustees

STATUS: Salaried or Hourly (meets NEKLS Development Grant requirements)

PURPOSE

The incumbent is responsible for administrative oversight of the operations, in accordance with the strategic plan, with Kansas Law and in support of the overall interests of member libraries.

ESSENTIAL FUNCTIONS AND DUTIES

- Leads, develops and manages membership programming and services.
- Manages change effectively.
- Coordinates and assists in the political representation of membership.
- Develops and implements an annual budget, within established guidelines and in support of overall strategy.
- Stays current with future trends in libraries and adjusts services accordingly to assure relevance.
- Responsible for personnel management and the operation of staff as an effective team.
- Approves purchases and other expenses.
- Attends meetings and other industry events as needed; participates actively in state and national library associations and events.

KNOWLEDGE AND ABILITIES

- Excellent oral and written communication skills.
- Ability to teach, speak and act as a consultant to member libraries on a variety of topics.
- Must be able to understand and work effectively with the Fiscal Officer to maintain the day-to-day fiscal operations and responsibilities of (library).
- Outstanding innovation and change management skills.
- A history of success in obtaining grants and/or other external funding is preferred.
- All employees are expected to have and maintain good interpersonal and communication skills; maintain a tolerance and sensitivity to the needs of members, patrons, and staff; maintain a positive and pleasant attitude and be cooperative with members, staff and co-workers.

