

Warren County Public Library

Job Description

Position Title: Executive Director

Department: Administration

Reports To: Board of Trustees

FLSA Status: Exempt

Employment Type: Full-Time

Starting Compensation: Commensurate with experience and qualifications

Position Summary

The Warren County Public Library (WCPL) is a dynamic and trusted community institution dedicated to connecting people with information, ideas, and opportunities for lifelong learning. Through welcoming spaces, innovative programs, and equitable access to resources and technology, WCPL serves residents across Warren County and plays a vital role in supporting education, workforce development, and community engagement. Guided by a commitment to public service and stewardship, the Library strives to meet the evolving needs of its community while maintaining the highest standards of accessibility, integrity, and service.

The Director of WCPL serves as the chief executive and administrator under the direction of the Library Board of Trustees. The Director provides visionary leadership to advance the Library's mission. This role oversees strategic planning, operations, budgeting, financial planning, staff leadership, community partnerships and advocacy.

Essential Duties and Responsibilities

- General Administration and Management
 - Formulates and recommends policies to the library board
 - Implements library policies and procedures
 - Submits an annual budget to the library board in a timely way and directs and monitors expenditures
 - Provides monthly financial planning data to the library board to assist in establishing long and short term financial priorities
 - Maintains relationship with Kentucky Department for Libraries and Archives to remain current regarding legislation impacting libraries
 - Orients new trustees and serves as a resource for trustee activities
 - Employs management techniques effectively in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the library's operation

- o Directs the maintenance of the library building and grounds and recommends future space needs
 - o Establishes and maintains a staff manual of library procedures
 - o Demonstrates leadership within the organization: Takes initiative, solves problems, effects change through the action of others, and encourages the development of other staff through a positive work environment
 - Planning, Organization, and Evaluation
 - o Plans, organizes, coordinates, and directs a balanced program of library service to meet the immediate and long range goals of the Library and community
 - o Evaluates the effectiveness of library services in relation to the changing needs of the community
 - o Provides a critical review of internal library operations such as acquisitions, circulation, outreach, etc.
 - o Analyzes data affecting the library's operation including legal, physical, fiscal, and statistical factors
 - o Investigates new trends and programs and facilitates the evaluation of new techniques, materials, and equipment to improve the operation of the library
 - Personnel Management
 - o Works with Human Resource Manager to develop, recommend, and administer personnel policies
 - o Hires, evaluates, promotes and terminates staff
 - o Defines expectations for staff performance and sets goals for service and programming
 - o Encourages and provides professional development opportunities for growth and maintenance of appropriate certification
 - Community Engagement and Relations
 - o Recommends and administers public relations programs
 - o Represents the Library and speaks before community and civic groups regarding objectives and activities of the Library
 - o Establishes and maintains effective working relationships with other government agencies, civic and community organizations
 - o Serves as the official representative of the Library in actions that legally bind or politically influence the Library
 - o Attends professional meetings to maintain contact with library related agencies and enhance skills and awareness of new trends and developments
 - Other duties as required
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Qualifications

- Master's degree in Library and Information Science from an ALA accredited institution
 - Professional certification in compliance with state law
 - Proven experience serving at an executive level in a public library system
 - Experience in developing and managing operating and capital budgets, including the management of public funds
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Benefits

- Health, Dental, and Vision Insurance
 - Life Insurance
 - Retirement plan (pension and deferred compensation)
 - Paid Holidays
 - Paid Time Off
 - Extended Illness Bank
 - 4-Weeks Paid Family Leave
 - Childcare Assistance
 - Fitness Membership Discount
 - Educational Assistance
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The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.