

# NORTH COUNTRY LIBRARY SYSTEM

## DIRECTOR'S RESPONSIBILITIES

### STATEMENT OF DUTIES

The Director serves as the chief executive officer of NCLS; has overall responsibility for general administration of NCLS operations, and for advising and making recommendations to the Board of Trustees.

The Director supervises Department Managers, the Consultants, and administrative staff. The Director functions under the general direction of the Board of Trustees but has wide latitude for independent judgment, decisions and action.

### ESSENTIAL FUNCTIONS

- Works within the guidelines of State Education Law, the Regulations of the Commissioner of Education, other laws and regulations as appropriate, the NCLS Plan of Service, by-laws and policies.
- Carries out Board-established policy; advises the Board of Trustees on various library, operational, legislative and other related matters as appropriate.
- Develops day-to-day administrative procedures as needed and makes policy recommendations to the Board.
- Responsible (through direct supervision or delegation) for: planning; budgeting resource allocation; financial supervision and reporting; regulatory and government reporting; staff recruitment, hiring, training, supervision and evaluation; services to member libraries; community and customer relations; press relations; government relations; and facilities management.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Substantive knowledge of the theories, principles and techniques of public librarianship and public library management.
- Well-developed analytical, decision-making, problem solving, conflict resolution and leadership skills.
- Ability to exercise judgment and considerable tact.
- Ability to speak and write effectively for the purpose of communicating with a broad range of audiences.
- Ability to understand and respond to the needs of public libraries of all sizes and organizational structures.
- Familiarity with current and emerging library technology; ability to plan for integration of new technology as appropriate for more effective delivery of services.

## INTERNAL FUNCTIONS

- Develops and presents an annual budget to the Board; responsible for fiscal management; directs maintenance of System buildings and physical holdings; monitors the System's expenditures and revenues.
- Prepares agenda and written reports for Board meetings; acts in an advisory capacity to Board; supports the work of Board committees.
- Evaluates effectiveness of System services.
- Develops and directs NCLS short and long-term planning in collaboration with the Trustees and Directors of the member libraries.
- Recruits, hires and directs NCLS staff and coordinates their work.

## EXTERNAL FUNCTIONS

- Acts as advisor to the Directors and Trustees of the member libraries.
- Maintains positive communications with member libraries through personal, print and electronic methods, workshops, meetings, site visits and other means as appropriate.
- Provides leadership in planning, developing, and improving services to member libraries and constituent patron groups served by NCLS.
- Initiates advocacy activities on the State level and supports advocacy on local and county levels.
- Plans and administers training for member library Trustees.
- Maintains awareness of current issues affecting public libraries and their possible application to or impact on NCLS and our member libraries.
- Acts as NCLS representative in an official and professional capacity within and outside the region.