

Kent County Public Library

Job Posting – Executive Director

Location: Kent County (MD) Public Library

Position: Executive Director

Responsibilities, in Brief:

You will oversee the day-to-day administrative operation and functions of the Kent County Public Library system and establish annual goals and objectives, closely monitoring strategic plan compliance. You will champion the creation and adoption of digital and open resources to meet our socioeconomically diverse service area, and you will stay abreast of trends in library and information science and embrace new technologies that support these efforts. You will establish and foster a collaborative, team-based approach to the provision of service; you will create and promote effective working relationships and represent the library in interactions with local stakeholders, elected officials, and regional and state library system colleagues. Together with the Board of Trustees, you will support library-wide planning initiatives and work closely on user services and policies for the community.

Requirements and Preferences:

- Master's degree in Library Science from an ALA accredited college or university
- A minimum of eight years of progressively responsible library administrative experience, with a minimum of five years serving as director, associate director, branch manager, or comparable supervisory position with specific responsibility for financial management.
- The candidate must be able to obtain Maryland State Department of Education Professional Library Director certification within six months of hire.
- An ideal candidate will bring a vision of the future of libraries, especially small, rural library systems.
- The library promotes diversity and inclusion, and seeks candidates committed to equity and justice.
- Preference will be given to candidates living in or willing to relocate to Kent County, MD or a neighboring county; KCPL is a pillar of a small community, and the presence of an Executive Director within the community is a visible commitment to this dedication.

Salary Range: Anticipated \$70,000 - \$85,000 plus benefits, retirement, and pension.

Application Process:

Candidates must apply via email to apply@kentlib.org. Please submit one document (pdf preferred) that includes a cover letter, a resume or curriculum vitae, and full contact information for three professional references.

Closing Date: Submission prior to April 26, 2024 is strongly encouraged. Applications will be reviewed starting the week of April 29, 2024.

Kent County Public Library

Position Description – Executive Director

Essential Duties and Responsibilities

General Administration

- Manages the day to day administrative operation and functions of the Kent County Public Library system.
- Ensures that staff deliver interesting, high quality, relevant programming to the entire Kent County community, market library resources in innovative ways using social media and other outlets to maintain and grow usage, and develops and maintains an engaging web presence for the promotion of library programs and resources.
- Establishes annual goals and objectives and closely monitors strategic plan compliance.
- Prepares monthly reports and other documents as required.
- Participates actively in appropriate professional associations including the Maryland Library Association (MLA), the Maryland Association of Public Library Administrators (MAPLA), the American Library Association (ALA), and the Board of the Eastern Shore Regional Library, Inc. (ESRL)
- Develops and maintains policies and procedures covering all aspects of library operation.
- Supports relevant departments in selection and maintenance of materials in all library collections.
- Identifies and assesses community needs to ensure that KCPL is responsive to the community.

Personnel Management and Development

- Responsible for the recruiting, hiring, overall direction, coordination, and evaluation, promoting, disciplining, and terminating of library employees.
- Implements effective and objective supervisory and evaluation procedures.
- Advocates for an appropriate and equitable salary schedule.
- Organizes regular professional development opportunities for staff.

Financial Management and Budgeting

- Works with the State of Maryland and Kent County Government to obtain funding as well as special grants and other funding for the Library.
- Implements and oversees financial policies and procedures approved by the Board of Trustees.
- Advises the Trustees in a timely fashion of changes in the Library's financial status.
- Develops and presents the annual budget with accompanying justifications for Trustee approval.

Facilities Management and Improvement

- Coordinates with Kent County Department of Public Works, landlords, and other entities to ensure that the buildings and grounds of the main library and the branches are kept in excellent sanitation and maintenance condition.
- Develops and implements a strategic plan for facilities renovations and refurbishing.

Community and Board Relations

- Maintains effective, professional relationships with local and state government officials, funding partners and representatives of the Eastern Shore Regional Library System (ESRL).
- Promptly and effectively responds to issues and questions from Trustees, community members and local government officials.
- Advises Trustees in a timely fashion of any sensitive occurrence.
- Prepares the agenda and a Director's report for all Trustees meetings and reviews them in advance with the Board President.
- Attends (and, if relevant presents) at stakeholder meetings, including the Friends of the Kent County Public Library and the Foundation for the Kent County Public Library, Inc. to maintain productive relationships with partners.
- Serves as liaison of and representative for the library with professional, community, business, civic and government groups and organizations.

Required Qualifications

Education and Experience

- Master of Library Science degree from an American Library Association accredited program. Eight years or more of related professional library employment with progressively increasing responsibility. Minimum of five years serving as director, associate director, branch manager, or comparable supervisory position with specific responsibility for financial management.
- Able to obtain Maryland State Department of Education Professional Library Director certification within six months of hire.
- Demonstrates interest in and knowledge regarding current trends and legislation related to libraries.
- Demonstrates commitment to understanding and effectively applying and managing technology and uses of technology to advance the Mission of the KCPL.
- Shows excellent interpersonal, verbal, and written communication skills; has an ability to work effectively with others; and can develop strong relationships with the community.
- Has demonstrated fundraising, grant-writing, and budget management experience and skills.
- Demonstrates strong time management and multi tasking abilities.

Physical and Environmental Conditions

- Work may require light physical effort in lifting and moving items.
- Reasonable accommodations will be made to enable all individuals to perform the essential functions.
- Position is based in the main (Chestertown) library branch.
- Most work will be conducted in an office setting with comfortable lighting and temperature conditions and involves regular computer use.
- Involves everyday risks requiring normal safety precautions typical of offices.
- Work schedule will include evenings, weekends and work-related travel.

Fair Labor Standards Act Status: Exempt

Universal Expectations For All KCPL Employees

- Commitment to KCPL's Core Values
- Active engagement in teamwork within department and on cross-departmental projects and committees
- Equitable implementation of standard operating procedures and system policies, including enforcing and explaining policies to library users
- Commitment to continued professional growth and development

Universal Requirements For All KCPL Employees

- Ability to work at and provide own transportation between all KCPL locations, as well as outreach locations throughout Kent County, as needed and assigned
- Ability to provide coverage at any KCPL location, as needed and assigned
- Strong internal and external customer service skills, including being equitable, patient, tactful, and courteous
- Ability to develop and maintain respectful and effective working relationships with library users of all ages (children, teens, adults), coworkers, and professional colleagues from many different backgrounds and cultures
- Ability to work independently, cooperatively, and as part of a team
- Ability to work calmly and effectively under pressure
- Excellent oral and written communication skills
- Ability to critically review sources of information
- Accuracy and attention to detail
- Knowledge of and competence with standard computer applications (email, Outlook, Windows, Microsoft 365, etc)
- Knowledge of or ability to quickly learn library software

KCPL STATEMENT OF OPPORTUNITY & EQUITY

Kent County Public Library is an Equal Opportunity Employer and is committed to diversity in the workplace. The Library's policy is to treat all employees and applications equally and without regard to race, color, religion, age, sex, marital status, national or ancestral origin, sexual orientation, or disability in accordance with applicable laws. This policy is applicable to all aspects of employment, including recruitment, hiring, training, and promotions.

Kent County Public Library complies with the ADA. Applicants who require reasonable accommodation in the application and/or interview process should contact the HR representative at 410-778-3636 prior to submitting an application or resume.

Kent County Public Library is dedicated to ensuring equity of library services to the community; as such, we seek applicants who view library services through an equity lens and are skilled at partnering with organizations to deliver services to traditionally underserved groups.