

Kent County Public Library  
Job Description  
Executive Director

**Job title: Executive Director**

**Date revised:** \_\_\_\_\_

**Approved by** \_\_\_\_\_

## **Essential Duties and Responsibilities**

### **General Administration**

- Manages the day to day administrative operation and functions of the Kent County Public Library system.
- 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) and the American Library Association (ALA), and serves on the Board of the Eastern Shore Regional Library, Inc. (ESRL)
- Develops and maintains policies and procedures covering all aspects of library operation

### **Personnel Management and Development**

- Responsible for the overall direction, coordination and evaluation 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 Trustees.
- Advises the Trustees in a timely fashion of changes in Library's financial status.
- Develops and presents the annual budget with accompanying justifications for Trustee approval.

### **Facilities Management and Improvement**

- Ensures 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.

### **Management of print and electronic materials**

- Develops policies relative to the selection of library materials.
- Coordinates and supervises selection of new materials.
- Coordinates materials maintenance, including periodic inventories and removal of outdated or damaged materials
- Promotes print and electronic collections

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**Library Programs and Services**

- Ensures delivery of interesting, high quality programming to the entire Kent County community.
- Markets library resources in innovative ways using social media to maintain and grow usage.
- Develops and maintains an engaging web presence for the promotion of library programs and resources.

**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 Board of Trustees in a timely fashion of any sensitive occurrence.
- Prepares the agenda and a Director's report for all Board of Trustees meetings and reviews them in advance with the Board President.

**Required Qualifications**

**Education and Experience**

- Master of Library Science degree from an American Library Association accredited program. A second Master's degree in Public or Business Administration is desirable.
- 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.
- Able to manage KCPL website
- Demonstrates commitment to understanding and effectively applying and managing technology and uses of technology to advance the Mission of the KCPL.

**Physical Demands**

- Work requires no unusual demands for physical effort.
- Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

**Work Environment**

- Work conducted in office setting with comfortable lighting and temperature conditions.
- Involves everyday risks requiring normal safety precautions typical of offices.