

## Library Director

The Valley City Barnes County Public Library is seeking qualified applicants to apply for the position of Library Director. The library, one of only three remaining original Carnegie libraries in North Dakota, serves approximately 10,500 residents in Valley City and Barnes County.

### Job Summary:

The successful candidate will have fiscal management and public relations skills, strong problem-solving abilities, and the ability to effectively lead a team. Because this position works with a staff and the public, the candidate must have robust communication and interpersonal skills. A strong technological background with experience in computing, basic networking, and troubleshooting is required.

The successful candidate will be responsible for managing the activities and staff of the library in concert with the assistant director, working with the Library Board, evaluating data to make decisions and recommend policies, and creating and maintaining a welcoming environment for all community members. For a full description of duties please see the listing on [vcblibrary.org](http://vcblibrary.org)?

### Requirements:

- A four-year degree is required. A Master's Degree from an ALA-accredited institution and/or graduate work in library science is preferred;
- or any combination of education, experience, or training as may be acceptable.

Compensation: Dependent on experience/qualifications.

### The Community:

Valley City, a community of about 6500 nestled into the Sheyenne River valley, is known for its many bridges and its natural beauty. The city is located 60 miles west of Fargo on Interstate 94 and is home to Valley City State University.

### Application Process:

Please send resume, cover letter, and 3 references to [support@vcblibrary.org](mailto:support@vcblibrary.org)

Valley City Barnes County Public Library is an Equal Opportunity Employer

## **Library Director Job Description**

In keeping with the vision of VCBC public library “to preserve the past, embrace the present, and build the future” the library director is responsible for the development, coordination, and implementation of VCBC Public Library policies, procedures, and projects. While also providing leadership for staff and public library services to the community.

### **Qualifications**

Excellent Leadership, Communication, and interpersonal skills.

Ability to work with library board, elected officials, and community groups.

Ability to supervise and motivate library staff and volunteers.

### **Duties**

Develops long-range plans to support and promote the vision and mission of the library.

Administer board policies; make policy recommendations to board; provides staff support and information to board.

Handles complaints in accordance with policy.

Prepares annual budget for library board approval. Monitors and approves expenditures as directed by the library board.

Supervises department personnel directly or through subordinates, hires and terminates employees, assigns and monitors work; evaluates personnel, disciplines employees as necessary.

Conducts Staff Meetings

Support Assistant Director in the Day to day running of the library and library staff.

Evaluates Library Services and makes recommendations for improvements.

Administers maintenance of library facilities and equipment; works with library board building committee, planners and architects on facility development.

Participates in professional development, including: meetings, classes, conferences, workshops, locally and nationally.

Reads professional materials to update and maintain knowledge and skills. Maintains membership in professional organizations.

Compiles and records library statistics and assembles them for the annual report to the State Library.

Maintain accurate and up-to-date financial records and to report on the library's financial position in the library's annual report to the State Library

Supervises the purchase, utilization, and maintenance of technology to enhance library and staff services.

Oversees the evaluation of the collection for balance and comprehensiveness.

Provides direct service to patrons as needed.

Identifies and pursues public relations opportunities to create good will and promotion of VCBC Public Library

Identifies and pursues financial opportunities for the VCBC library through grant writing, fundraising, and state or federal aid.

Speaks before local groups

Other tasks performed as required.

### **Knowledge, Skills, and Abilities**

Marketing

Grant Writing

Leadership Experience