

## Regional Director

**Job Description:** This is a professional position responsible for management of all aspects of library service in the regional library system. This employee may serve as the County Librarian for one of the counties in the region. This employee advises, consults, advocates, and confers with the Library Board, other libraries, officials at state and local levels, and community groups; provides leadership and guidance to all staff; and performs related work as apparent or assigned. Work involves frequent public contact, is accomplished in accordance with Fontana Regional Library (FRL) policies, guidelines, and procedures, and may involve driving a library vehicle to meetings and conferences. Work is performed under the general direction of the Library Board of Trustees.

### Job Duties

*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the job. Descriptions are not intended to reflect all duties performed within the job. Any one position may not include all listed duties.*

1. Develops, implements and evaluates library services, programs, and technologies for the regional system.
2. Responsible for the development and implementation of the library's long range plan to meet the needs of the community.
3. Develops the library system budget in coordination with the Finance Officer.
4. Ensures compliance with federal, state, and local laws, regulations, and codes, as well as all FRL system policies and procedures.
5. Maintains confidentiality and privacy of protected information.
6. Administers the regional library budget, payroll, human resources system, staff development and training strategies, and fundraising programs.
7. Co-signs all checks and drafts.
8. Responsible for preparation and submission of Application for State Aid for Public Libraries.
9. Collaborates with all FRL departments and libraries to identify funding sources and develop and manage grants.
10. Oversees the recruitment and selection of regional and senior management staff.
11. Oversees the suspension, discipline, and termination of staff at all libraries in coordination with local managers.
12. Provides leadership and guidance to all library staff, and directly supervises regional staff and senior management.
13. Attends Library Board meetings, reports on library services and activities, recommends policies, acts as liaison between Board and staff, serves as recording secretary to Board, posting meetings, producing minutes and background materials, and assisting with agendas.
14. Responsible for preparation of reports and statistics for State Library and local government officials.
15. Advises and participates in the development of new library buildings or renovations within FRL.
16. Participates in local and regional fundraising activities.
17. Works with local governments, local and regional library boards, and library staff to deliver effective library service throughout the region.
18. Works with local library staff and support organizations to develop and maintain citizen interest and participation in the growth and development of all libraries in the region.

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19. Establishes and maintains viable relationships with community agencies and institutions; develops partnerships to enhance library system awareness and promote services.
20. Leads the senior management team in strategic planning and developing policies and procedures for the library system.
21. As a member of the regional supervisory team, participates in information sharing, leadership training and development, and tactical planning.
22. As a member of the regional finance committee, participates in financial planning for the library system.
23. As a member of the marketing and advocacy committee, participates in the development and implementation of the marketing plan for the region.
24. Supports organizational goals and objectives by participating in library system, community, and statewide collaborations.
25. Maintains current knowledge of trends and innovations in management and the library field.
26. May be required to perform work assignments concurrently.
27. Responsible for maintaining a safe and secure working environment.
28. Evening and weekend work required.
29. Some travel required.

## Qualifications

*The qualifications listed below are representative of the competencies and training required to perform this job successfully*

### Knowledge, Skill, and Abilities:

1. Thorough knowledge of public library principles and practices.
2. Thorough knowledge of current reading trends and interests of diverse populations.
3. Thorough knowledge of specific needs of service population.
4. Thorough knowledge of governmental budget development and administration.
5. Thorough knowledge of effective employee supervisory techniques and practices.
6. Thorough knowledge of library circulation, catalog, and Dewey Decimal Classification systems.
7. Knowledge of marketing techniques.
8. Knowledge of federal, state, and local personnel law and administrative principles.
9. Knowledge of leadership, motivation, team-building, and conflict resolution practices.
10. Expertise in planning and organizing work, and handling interruptions.
11. Ability to read and interpret architectural plans.
12. Ability to accurately count money.
13. Ability to give attention to detail.
14. Proficiency in effectively communicating orally and in writing.
15. Ability to effectively work with diverse populations.
16. Possess excellent interpersonal skills including tact, courtesy, and discretion.
17. Ability to take direction.
18. Ability to consistently use good judgment.
19. Ability to work as a member of a team.
20. Expertise in working independently and exercising initiative.



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21. Ability to work well under pressure.
22. Proficiency in using a variety of library equipment and technology.
23. Proficiency in effectively using various computer applications.
24. Possess a current driver's license valid in the State of North Carolina.

### Education and Experience:

1. Master's Degree in Library Science from American Library Association accredited library school required.
2. Degree in Business or Public Administration or equivalent experience required.
3. Eight years of professional public library experience, with three in senior level management required.
4. Five years of customer service experience required.
5. North Carolina Public Librarian Certification required.

### Physical and Environmental Conditions

*These conditions are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job functions.*

1. Work requires physical effort in the handling of materials, boxes, tools, book trucks, or equipment up to thirty pounds in non-strenuous work positions.
2. Work requires normal range of human positions and movement including standing, walking, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, stretching, lifting, pulling, pushing, and sitting.
3. Work requires good hand dexterity and coordination for computer and other related duties.
4. Work requires clarity of speech, hearing, and vision to enable the employee to communicate effectively with coworkers and the public.
5. Work environment involves everyday risks or discomforts that require normal safety precautions.
6. Must occasionally deal with unruly or potentially dangerous individuals in library facilities.