

Regional Library Director – Craven-Pamlico Regional System

Requirements: Master's degree in Library Science from an ALA-accredited program, North Carolina Public Library Certification, and a comprehensive knowledge of public library operations normally acquired through a minimum of five years of management experience in a complex library including a minimum of three years supervisory experience. CPRL employment application, resume, and cover letter required.

The Craven-Pamlico Regional Library System (“CPRL”) Board of Trustees seeks a charismatic and visionary Regional Director who can develop and implement programs and a mission by encouraging creative thinking. Located in Eastern North Carolina, CPRL serves 125,000 people in Craven and Pamlico Counties, with an annual budget over \$2.3 million and over 50 employees who are committed to creating a thriving library system as the heart of the community. The CPRL system is composed of 5 local libraries within Craven and Pamlico Counties.

The Position

The CPRL Regional Library Director is responsible for establishing, implementing, and communicating strategies, direction, plans, and programs for the operation and growth of the Library System and to direct the efforts of subordinate local library branch administrators under the policies and guidance of CPRL, and at the pleasure of the CPRL Board of Trustees.

The Ideal Candidate / Job Functions

The ideal candidate will be an innovator and a unique blend of administrator, civic engager, and staff sponsor. Applicants must possess excellent library management skills, including a working knowledge of technological resources and advancements in the field, a knowledge of budgeting and long-range planning, and a background of successful cooperation with elected officials, boards, commissions, other community agencies, other non-profit groups, and citizens. Duties include determining the need for library services throughout the Region, and making recommendations to the Craven-Pamlico Regional Library Board of Trustees for the establishment of personnel, equipment, programs, and facilities to meet these needs, as well as discussing these matters with the local library boards of each county in their capacity as advisory boards to the Regional Board.

Responsibilities:

- Manages with integrity, honesty and knowledge to promote the culture, values and mission of CPRL and creates thriving libraries in the heart of our communities
- Plans, organizes, coordinates and directs the overall activities of the Regional Library system
- Acts as executive officer of the local library boards. Helps prepare agendas and attends all CPRL Board of Trustee meetings and board meetings of the local libraries in the Regional System

- Discusses all program or policy recommendations with the local boards and then makes recommendations to the CPRL Board
- Develops annual budget proposals for the Region and the five local county libraries in the Library System. Presents budgets to the CPRL Board of Trustees for approval, presents approved budgets to government officials, and supervises the expenditure of Library funds
- Evaluates library environments and key operational indicators to identify problems, concerns, and opportunities for improvement
- Coaches Library staff to help achieve operational goals; monitors and manages staffing levels
- Develops the Library system's team to deliver excellent patron experiences in all service locations
- Implements action plans that meet operational and organizational objectives
- Keeps current with library trends, issues and technology as well as political, economic and demographics issues that may affect library services and standard programming
- Plans and executes local and regional initiatives to achieve both operational excellence and business results. Follows up consistently to ensure accountability to plans
- Utilizes existing tools and best practices to ensure effective Library operations
- Utilizes and helps Library staff utilize management information tools and analyzes financial reports and other library related data (usage, demographics, trends, etc.) to identify and address Library System trends and issues
- Oversees the selection, acquisition and processing of library materials to meet public needs within the structure of Library selection policies and budgetary limitations
- Evaluates and supports the performance of Library staff in the Library System
- Responsible for the local management of the customer relationship (city/county officials, governing boards, library boards), promoting the Library System through general public relations and by speaking to community groups
- Attends professional meetings, maintains active membership in state and national library associations, and participates in activities of professional organizations
- Directs a public relations program to promote and publicize the Library's collections, services, and programs within the community
- Regularly solicits client, other stakeholder and patron feedback to understand client needs and the needs of the local community
- Establishes a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Researches, applies for and administers grants from a variety of sources and for obtaining alternate funding sources
- Participates in the planning, organization, and management of technical and automation services for the Library
- Interviews and selects employees and oversees the implementation of the human resources policies, procedures and practices of CPRL
- Performs other duties as assigned by the CPRL Board of Trustees

- Maintains residence in either Craven County or Pamlico County

Qualifications:

- An individual should possess the knowledge, skills, and abilities listed and meet the amount of education, training and/or work experience required.
- ALA-accredited Master of Library Science or Master of Library and Information Science degree
- Certification by the North Carolina Public Library Certification Board
- At least ten years of public library experience required
- At least five years of public library management/supervisory experience required
- Thorough knowledge of the principles, practices, and techniques of library science, modern library operation and library administration,
- Excellent verbal and written communication skills as well as organization skills
- Thorough knowledge of budgets and finance
- Experience tracking usage statistics, data collection and excel reports
- Prior experience with TLC and NC Cardinal
- Ability to establish and maintain effective working relationships with the local library boards, the CPRL Board of Trustees, governmental officials, and CPRL personnel
- Ability to plan and direct the work of staff engaged in carrying out generalized and specialized library functions
- Experience in a role that requires frequent interaction with patrons, fulfilling the requests of patrons and responsibility for addressing patron issues, questions and suggestions
- Moderate complex programming and financial analysis experience
- Demonstrates moderate experience in a complex, fast-paced environment

Compensation / Benefits – Paid medical, dental and vision insurance for employee. CPRL provides vacation, sick leave and paid holidays. Position is eligible for the NC Local Governmental Employees' Retirement System.

Hiring Range: \$65,000 - \$85,000 based on experience and qualifications.

Apply via email with a meaningful cover letter and résumé as Word or PDF attachments to Katherine Clowers (kat.clowers@cprl.org). This position will close October 15, 2020.