

## **Overview**

The Executive Director leads and innovates at the Rowan County Public Library. This pivotal role involves strategic direction, policy recommendation, and comprehensive management of library services, collections, and programs, impacting both patrons and community organizations.

## **Supervision**

Reports directly to the Library Board of Trustees.

## **Key Responsibilities**

- Strategic Leadership: Must craft and implement transformative library policies and goals.
- Service Oversight: Will manage technical, children's, adult outreach, and bookmobile services.
- Program Management: Will oversee essential library programs including circulation, reference, advisory, and community services.
- Collection Development: Must ensure a robust and diverse library collection.
- Facility Management: Must maintain and develop library buildings and infrastructure.
- Board Support: Will facilitate Library Board activities, prepare comprehensive reports, and execute Board policies.
- Financial Stewardship: Must develop, present, and manage the annual budget with fiscal responsibility.
- Community Collaboration: Will engage with state agencies, public libraries, and community groups to enhance library services.

- Patron Services: Will deliver exceptional reference and advisory services.
- Data Management: Must produce and analyze financial and inventory reports.
- Public Relations: Must resolve public inquiries and enhance community relationships.
- Staff Development: Will lead training programs and manage personnel actions.
- Representation: Must advocate for the library on regional and state platforms.

## **Core Competencies**

- In-depth knowledge of public library operations and administration.
- Strong leadership and strategic planning abilities.
- Exceptional communication and decision-making skills.
- Proficient in building and maintaining collaborative relationships.

## **Qualifications**

- Master's Degree in Library Science from an accredited institution.
- Minimum of five years in library administration, including three years in a leadership role.

Join us to drive the future of library services at Rowan County Public Library, fostering a vibrant and informed community!