

# Regional Library System Director

**Posted by:** *Uncle Remus Regional Library System*

**Posted date:** *March 16, 2018*

**Location:** *Uncle Remus Regional Library System-Madison, GA*

The Uncle Remus Regional Library Board of Trustees seeks an executive to manage, plan, organize, evaluate and administer all aspects of the Uncle Remus Regional Library System serving Greene, Hancock, Jasper, Morgan, Putnam, and Walton Counties.

Duties and responsibilities include, but are not limited to, managing 9 libraries and the regional headquarters; supervising 3 professional librarians and over 80 full and part-time staff in the HQ facility and the nine member libraries; directing operations; overseeing financial management; writing and implementing policies; evaluating services; working with member library boards to provide superlative library service through the nine member library facilities; working directly with member library boards and supervising the staff of all member libraries.

Reports to the Uncle Remus Regional Library System Board.

Essential Duties and Responsibilities:

See: The Official Code of Georgia 20-5-45 outlines the basic duties and responsibilities of the Director.

Start Date	Preferably May 1, 2018
Salary	Between \$70,000 and \$95,000
Certification Required?	Yes
City	Madison
State	GA

Qualifications      Qualifications:

Master's degree in Library Science from an ALA-accredited institution with five or more years of progressively responsible public library experience with at least a three years of administrative experience in a public library are required.

Must have, or obtain, Georgia Public Library certification through the Secretary of State's Office at the G-5 level or higher.

Must have or gain extensive knowledge of the Georgia Public Library Service requirements, federal and state laws and funding programs, administration, principles, practices, procedures, operations and functions of a six county, nine library system which is administered centrally from the regional headquarters.

Has extensive knowledge of public library management, finance, human resource management/personnel and administrative practices, policies and procedures as necessary in the completion of daily responsibilities.

Is able to develop and administer practices with existing regional office staff, enforcing policies and procedures as necessary in the completion of daily responsibilities and to monitor performance of regional and member library employees.

Has, or is able to obtain, a valid Georgia driver's license to be able to drive library vehicle to travel between member libraries, and to attend meetings, library events, training, professional conferences, state directors meetings, and other necessary travel for performing job duties.

Is comfortable working with local, state, and federal elected officials to keep them informed of library activities and advocate for libraries and have input on legislation or other actions that may impact libraries and the communities they serve. And is able to speak effectively before groups of officials and citizens to explain library policies, funding requests, and services.

Is willing to learn, or has knowledge of, library building practices. This includes, but is not limited to: preparing requests for proposals; working with URRLS' facility manager, consultants, architects, contractors, and vendors; managing capital outlay grants and reimbursement forms; insuring compliance with funding agency requirements; insuring ADA compliance; and working with local service providers.

Is able to use technology effectively to communicate via e-mail, oversee URRLS's IT coordinator, understand basic network architecture needs and how it impacts library services, and with appropriate staff, negotiate with technology vendors and service providers.

Understands basic governmental accounting principles. Must be able to read and understand financial reports, and by working with URRLS' bookkeeper prepare budgets and financial reports using accounting software, interpret these reports to library boards and funding agencies, and provide administrative oversight over accounting functions at the administrative (HQ) and member libraries.

Possesses the ability to establish and maintain effective working relationships

with other employees, with the public, member library communities, and businesses providing services to the library system.

Other qualifications include: analytical thinking, communications skills, innovation, judgment, management experience, project management, strategic thinking, visionary leadership and professionalism.

Must be able to pass a criminal background check, a motor vehicle record check, and fulfill I9 requirements.

Application  
Instructions

**Applications will be accepted until the position is filled.**

Application materials provided should specify recent public library and other relevant experience and qualifications, detailed resume, and the names, addresses and telephone numbers for at least three professional references.

Send application to:  
Uncle Remus Regional Library System  
ATTN: Director Search  
1121 East Ave  
Madison, GA 30650

E-mail: [hr@unclremus.org](mailto:hr@unclremus.org)

Telephone: (706) 342-4974

Web Link

[www.uncleremus.org](http://www.uncleremus.org)