



Live Oak Public Libraries is committed to providing excellent service to its community. Staff members are expected to interact with customers and staff with courtesy and respect.

## Job Description

<b>POSITION:</b>	<b>Library Executive Director, Live Oak Public Libraries</b>
<b>FLSA:</b>	<b>Exempt</b>
<b>REPORTS TO:</b>	<b>Live Oak Public Libraries Regional Board of Trustees</b>
<b>SALARY RANGE:</b>	<b>\$100,000 - \$150,000 (<i>Commensurate with Experience</i>)</b>
<b>LAST UPDATED:</b>	<b>February 2018</b>

### SUMMARY

Plans and directs the operations of the Live Oak Public Libraries in accordance with the constitution and bylaws, strategic plan, policies and budget adopted by the Live Oak Public Libraries Board of Trustees. Develops policies and procedures for the library system and has full responsibility for their administration. Serves as Secretary to the Library Board of Trustees and sits on the Board of Directors of the Live Oak Public Libraries Foundation with all responsibilities required in those positions. Performs other related work as required by the Library Board of Trustees.

### DUTIES AND RESPONSIBILITIES

- Plans, organizes, staffs, directs, and administers the total library program in accordance with policies adopted by the regional library board and in accordance with the Official Code of Georgia Annotated.
- Employs, supervises, and terminates library staff members as necessary, in compliance with the personnel policies of the regional library board and with applicable law.
- Prepares budgets and funding requests for presentation to the regional library board based on the needs of the library system. Assists the regional and county library boards in presenting the library's fiscal needs to the supporting agencies.
- Expends funds in accordance with budgets approved by the regional library board. Deposits all monies received in a bank or banks approved by the regional library board. Provides notification to any agency whose appropriations are not paid promptly and in full. Pays all bills and signs all checks.
- Submits recommendations on library policies, services, and fiscal activities to the regional library board and develops procedures to implement policy decisions.
- Develops and coordinates programs for new and revised services and facilities to meet the changing needs of the library system. Leads library planning efforts and ensures broad community participation in planning. Prepares building programs and works closely with architects, engineers, and contractors in order to insure compliance with the program.
- Interprets the library needs of the community and implements services and programs and provides library materials to meet those needs. Develops and implements programs that raise the library's visibility in the community and facilitate fund raising efforts.
- Attends all meetings of the regional library board and its committees, as well as the advisory library boards in Chatham, Effingham, and Liberty counties and the Live Oak Public Libraries Regional Library Foundation. Attends all meetings called by the Georgia Public Library Service of the Georgia Board of Regents. Actively supports the efforts of Friends of the Library groups.
- Submits such reports as deemed necessary by local and state funding agencies. Notifies the library board and the Georgia Public Library Services (GPLS) of any failure to comply with policies of the library

board, criteria for state aid, state and federal rules and regulations, and all applicable local, state, or federal laws.

- Leads by example and motivates staff to achieve their full potential. Insures free and open communication at all levels of the library organization. Maintains currency in all aspects of librarianship.
- Actively participates in a variety of community organizations and activities and in state and national library associations. Establishes and maintains contacts with local, state, and national elected and appointed officials on issues relating to the library and to the library profession.
- Works with the Business Manager to review monthly reports and keep abreast of the financial state of the library.
- Develops and maintains cooperative relationships with the Chatham, Effingham and Liberty county government, area schools, and community organizations.
- Performs other job-related assignments as necessary.

### **QUALIFICATIONS**

- Master's degree in library science from a university or college accredited by the American Library Association, with a minimum of a Grade 5(b) Librarian's Professional Graduate Certificate as defined by the Georgia State Board for the Certification of Librarians.
- Seven years of increasingly responsible professional public library experience.
- A minimum of 3 years of experience in a top library management position (i.e., Library Director, Deputy Director or Public Services Director).
- Position requires day, evening and weekend hours.
- Access to transportation.

### **JOB SPECIFIC COMPETENCIES**

- Knowledge of professional library principles, methods, techniques, and procedures.
- Knowledge of laws, rules, and regulations relating to library operations.
- Knowledge of administrative, budgetary, and personnel management methods and techniques.
- Knowledge of the latest technological advances in the library profession.
- Ability to plan, coordinate, and direct the operations of a multi-jurisdictional library system.
- Ability to analyze library needs and to develop and maintain library materials and collection and a library program to meet those needs.
- Ability to understand the use of technology in the various operations of the library.
- Ability to communicate effectively, both orally and in writing, to the board and staff of the library, as well as to all levels of library constituents.
- Ability to make sound decisions grounded in experience, intuition, research, analysis, and fact finding.
- Ability to read, analyze and interpret business and professional journals, financial reports and legal documents.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to appropriately deal with a variety of abstract and concrete variables.
- Ability to hire, train, supervise, discipline, and evaluate staff at all levels of experience.
- Ability to work effectively as a team.

This position is located at 2002 Bull Street, Savannah, GA 31401. No relocation assistance is offered for this position.

Please email resumes to [HR@liveoakpl.org](mailto:HR@liveoakpl.org).

**Living and Working in Savannah**

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<https://www.savannahchamber.com/about-the-chamber/publications/relocation-guide>

Facing rapid technological and organizational change, libraries and their staffs must be adaptable and engage in continuous learning. Staff development will be offered in continuing education, workshops and seminars. Employees are expected to take advantage of appropriate opportunities.