



Library Executive Director

Full-time (salaried/exempt)

The Library Executive Director serves as the chief administrative officer of the Rowan County Public Library, providing visionary leadership and strategic direction to ensure the delivery of high-quality library services to the community. This position is responsible for the overall management and operation of the Library, including budget development and oversight, personnel management, collections development, public relations, fundraising, and ensuring compliance with all applicable laws and regulations. The Executive Director works collaboratively with the Library Board of Trustees, Library staff, community partners, and stakeholders to advance the Library's mission and impact within Rowan County.

Pay Scale

\$65,000–\$75,000USD per year, dependent upon skill and relevant experience

Supervision Received

The Executive Director reports to the Library Board of Trustees, within RCPL and professional policies, procedures, and guidelines.

Supervision Exercised

The Executive Director has general supervisory responsibility for all Library staff.

Personal Attributes

The Executive Director must foster a positive and collaborative work environment that encourages professional development and teamwork.

Essential Duties of the Position

Library personnel in this position will fulfill the following responsibilities:

- **Strategic leadership and planning.** Develop and implement the Library's strategic plan in alignment with the community's needs and the Library's mission. Regularly assess the effectiveness of library services and programs. Make data-driven decisions for continuous improvement.
- **Financial management.** Oversee the development and management of the Library's annual budget, ensuring fiscal responsibility and accountability. Seek and manage grants and other funding opportunities to enhance library resources and services.
- **Personnel management.** Recruit, hire, train, supervise, and evaluate Library staff. Foster a positive and collaborative work environment that encourages professional development and teamwork. Develop and implement personnel policies and procedures.
- **Collection development and management.** Direct the selection, acquisition, organization, and maintenance of library materials in all formats, ensuring a diverse and relevant collection that meets the needs of the community. Oversee the implementation of resource sharing initiatives.
- **Public relations and community engagement.** Serve as the primary spokesperson for the Library, building strong relationships with the community, local government, educational institutions, and other organizations. Develop and implement effective communication strategies to promote Library services, programs, and events.
- **Fundraising and development.** Identify and cultivate potential donors and funding sources. Develop and implement fundraising strategies to support library initiatives and long-term sustainability.
- **Board relations.** Work closely with the Library Board of Trustees, providing regular reports on Library operations, finances, and initiatives. Implement Board policies and directives and advise the Board on matters related to Library governance.
- **Facilities management.** Oversee the management and security of library facilities, ensuring a safe, welcoming, and accessible environment for patrons and staff.
- **Technology and innovation.** Stay abreast of current trends and technologies in library science and implement innovative services and resources to meet the evolving needs of the community.

- **Policy development and innovation.** Develop, implement, and interpret Library policies and procedures. Ensure compliance with all applicable Federal, state, and local laws and regulations.

Competencies

Required:

- Preferred Master's degree in library science (MLS) or library and information sciences (MLIS) from an American Library Association (ALA)-accredited institution.
- Kentucky Professional Librarian Certification, Level I (or eligibility to obtain such within a specified time frame)
- Minimum of five (5) years progressively responsible professional library experience, with at least three (3) years in a supervisory or administrative role
- Demonstrative experience in budget development and management
- Strong leadership, management, and interpersonal skills
- Excellent written and face-to-face communication skills
- Proven ability to work effectively with a diverse community, library staff, and the Board of Trustees
- Experience in grantwriting and fundraising
- Knowledge of current trends and technologies in library science

Preferred:

- Experience working in a public library setting
- Familiarity with Kentucky library laws and regulations
- Active participation in professional library organizations

Physical Demands

Library personnel in this position should expect to:

- Perform day-to-day activities typical of an office environment

- Act and operate effectively in spite of continual interruptions and background noise
- Function under stress from deadlines, public contact, and changing priorities/conditions
- Operate contemporary office computer and related equipment effectively, including (but not limited to) Microsoft Windows, the internet, Google Workspace, integrated office centers with printing/copying/faxing capabilities
- View a computer monitor and operate a keyboard and/or mouse for extended periods
- Process information transmitted in writing and/or by computer monitor
- Communicate effectively with others in person, by telephone, and in writing
- Lift, move, and/or carry library materials and equipment up to 25lbs (or 50-100lbs via wheeled cart, etc.)
- Regularly stand, walk, bend, kneel, reach above and below the shoulder, balance, and sit
- Drive and operate Library outreach vehicles
- Travel to attend meetings, events, etc. throughout and beyond Rowan County

Application

Please submit a cover letter, resume, and contact information for three (3) professional references to Jason Slone, Chairman of the Rowan County Public Library Board of Trustees via jslone@moreheadchamber.com or mail to:

Rowan County Public Library
 ATTN: Jason Slone
 175 Beacon Hill Rd
 Morehead, KY 40351

Equal Opportunity Employment

The Rowan County Public Library is an equal opportunity employer and values diversity at all levels of its organization. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, national origin, disability, or protected veteran status.