**Job title:** Director, MPL and NCKLS **Salary grade:** V

**Department:** Administration **Reports to:** Board of Trustees

**Exempt:** Yes (Administrative) **Supervisory responsibilities:** Yes

**Essential competencies that apply to all library employees:**

* Demonstrate enthusiasm for providing service excellence.
* Show commitment to customer satisfaction.
* Develop and maintain positive relationships with internal and external customers.
* Represent the library in a positive and ethical manner.
* Work cooperatively with managers and co-workers.
* Demonstrate a commitment to diversity, equity, and inclusion.
* Show a capacity for grasping concepts and ask questions to gain further understanding.
* Communicate effectively orally and in writing.
* Effectively use computer/technology skills for the position.
* Cross-trains in other areas of the library as appropriate.
* Complete work assigned on time and to the defined quality.
* Demonstrate prompt and regular attendance.
* Show that essential job functions can be performed with little or no supervision.
* Work cooperatively with managers and co-workers.
* Comply with library policies and operational procedures.
* Comply with safety and security standards; keep workplace safe and clean.
* Show flexibility and adaptability.
* Show initiative by acting independently to provide solutions to problems, seek additional responsibilities, and practice self-development.

**Essential Leadership competencies that apply to supervisors, managers and directors:**

* Direct and guide department or department unit in alignment with library strategic goals and objectives; ensure execution of efficient processes to maximize all library resources.
* Develop and model standards for internal and external customer service excellence.
* Respond to complaints and grievances in a professional and courteous manner.
* Effectively communicate department activities internally and externally.
* Demonstrate good judgment and effectively solve problems within the library’s established policies and procedures; utilize operational knowledge to make sound decisions; weigh costs, benefits, risks, and chances for success in making a decision; anticipate possible problems and develop contingency plans.
* Maintain all types of records including library statistics, operational procedures, and budgets.
* Maintain confidentiality of personnel and patron information and records.
* Make hiring and promotional recommendations and decisions.
* Assess the knowledge, skills, attributes and needs of staff in order to plan, provide and evaluate training. Follow up to provide support and learning reinforcement.
* Ensure adequate staffing and scheduling to support priority goals and objectives.
* Establish priorities and deadlines for work assignments.
* Clearly define subordinate roles and responsibilities; motivate employees to perform; assign and delegates work effectively; apply consistent performance standards and expectations; handle performance problems decisively and objectively; lead by example.
* Monitor and document subordinate employee performance, milestones, and progress.
* Make recommendations regarding the performance of employees who perform poorly.
* Create a culture of support and provide pathways to success and remove obstacles that impeded success.

**Summary:** Responsible for planning, organizing, managing, and directing all phases of library operations in accordance with the goals, policies, and budgetary decisions of the Manhattan Public Library Board of Directors. Responsible for planning and directing NCKLS operations and working in conjunction with the North Central Kansas Libraries System (NCKLS) to develop member libraries through consulting and training programs, as well as grant distribution.

**Essential duties:**

* Serves as executive officer for MPL and NCKLS Boards of Directors.
* Recognizes changes in the economic, political and cultural environment that will mandate change in the library’s materials and services.
* Develops, implements, administers, and evaluates comprehensive plans for library resources and services suited to community needs and interests.
* Facilitates member library development within the NCKLS.
* Participates in grant opportunities, prepares applications in order to secure alternative funding, and administers grants awarded.
* Performs all phases of budget development, including preparation and management of MPL and NCKLS budgets.
* Controls and monitors expenditures to meet recognized objectives of the MPL and NCKLS Boards of Directors.
* Maintains public records and performs required reporting on behalf of MPL and NCKLS
* Collaborates with Trustees to develop and review strategic direction and policies of the library.
* Collaborates with library staff to develop and review library administrative and operational procedures.
* Assists employees in understanding of change required and sets goals and priorities to accomplish change.
* Identifies where change can benefit the organization and initiates discussion to facilitate such changes or improvements.
* Develops and communicates the vision, mission, roles, and functions of the library and NCKL both internally and externally.
* Represents and promotes the library to all members and facets of the community to promote the library’s vision and objectives.
* Maintains good working relationship with other statewide library leadership, MPL and NCKLS Boards of Directors, and local legislators.
* Participates in statewide efforts to develop resource sharing and library advocacy.
* Maintains effective communications and working relationships with the MPL Friends group, the MPL Foundation, City of Manhattan officials, NCKL member libraries, the state library, and state associations.
* Weighs the costs, benefits, risks, and chances for success in making a decision.
* Participates in the recruitment, selection, supervision, and evaluations of library personnel.
* Works with library staff to develop, implement, and administer library personnel policies, procedures, and compensation programs.
* Works with supervisory staff to ensure that performance standards are in place and that staff receives appropriate training, coaching, and counseling to meet the library’s objectives of service.
* Approves final decisions on hiring, terminations, promotions, pay changes and performance evaluations.
* Provides assistance and feedback to others in a timely manner.
* Meets with staff/employees to monitor progress toward performance goals, documenting milestones and interim progress.
* Provides tools and helps eliminate obstacles for employee/staff objectives.

**Education and formal training**

Required:

* Master’s degree or equivalent in Library Science from ALA accredited university.
* Certified and approved by the Kansas State Library Advisory Commission   
  (Kansas Administrative Regulation 54-1-7) to serve as director of NCKLS.

**Experience:**

Required:

* A minimum of eight years’ experience as a professional librarian with progressive levels of library management responsibility.
* A minimum of eight years’ experience in a public library as a professional librarian with progressive levels of library management responsibility.

Preferred:

*A combination of training and experience which provides the required knowledge, skills, and abilities to successfully perform the job may be considered.*

**Special knowledge, skills, and abilities**:  
Required:

* Considerable knowledge of automated library systems and library programs and administration.
* Demonstrated knowledge of local, NCKL system, state and federal laws pertaining to public libraries.
* Demonstrated advanced administrative ability to direct and manage the operation of a large public library.
* Ability to provide expert advice without formal supervisory responsibility.
* Ability to maintain all types of records including staff personnel records and monitor budgets.
* Broad understanding of modern administrative theory and practices.
* Extensive knowledge of contemporary library principles, policies, and procedures.
* Thorough knowledge of library resources, materials, and equipment.
* Demonstrated advanced ability to apply appropriate techniques to determine community library service needs and to see that they are met.
* Advanced ability to prepare reports for publication and presentation.
* Ability to cooperate and communicate effectively with community leaders, MPL and NCKLS Boards of Directors, local elected officials, staff, and the public.
* Knowledge of management and supervision principles.
* Demonstrated public speaking skills in preparing and delivering speeches or facilitating group discussions in public forums.
* Ability to operate a PC and relevant computer software.
* Ability to travel locally, regionally, and nationally to attend meetings, workshops, conferences.
* Possession of a valid driver’s license for travel to NCKLS member libraries.
* Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, fractions, percentages, ratios, and proportions to practical situations.

**Budgetary responsibilities:** Responsible for the development and implementation of the Manhattan Public Library Budget and the North Central Kansas Libraries System budget.

**Physical and Environmental Factors**:

* Lifting up to 20 pounds.
* Sitting for extended periods of time.
* Reaching, walking, grasping, feeling, fingering, talking, hearing/listening, seeing/observing.
* Climbing, kneeling, stooping, and using repetitive motions.
* Seeing using close, peripheral, and distance vision, adjusting focus.

**Equipment operation:** Standard office equipment including but not limited to computer, tablet, printer, copier, fax, phone, email, or other technology. Standard sized vehicles.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.*

*Duties and responsibilities, as required by business necessity may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments may be changed at any time as required by business necessity.*

*A criminal background and reference check is required for all library positions.*