



## Executive Director - Rowan County Public Library

### Overview

Lead and innovate 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:** Craft and implement transformative library policies and goals.
- **Service Oversight:** Manage Technical, Children's, Adult Outreach, and Bookmobile services.
- **Program Management:** Oversee essential library programs including circulation, reference, advisory, and community services.
- **Collection Development:** Ensure a robust and diverse library collection.
- **Facility Management:** Maintain and develop library buildings and infrastructure.
- **Board Support:** Facilitate Library Board activities, prepare comprehensive reports, and execute Board policies.
- **Financial Stewardship:** Develop, present, and manage the annual budget with fiscal responsibility.
- **Community Collaboration:** Engage with state agencies, public libraries, and community groups to enhance library services.
- **Patron Services:** Deliver exceptional reference and advisory services.
- **Data Management:** Produce and analyze financial and inventory reports.
- **Public Relations:** Resolve public inquiries and enhance community relationships.
- **Staff Development:** Lead training programs and manage personnel actions.
- **Representation:** 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.