

Hawkins County Library System
LIBRARY SYSTEM EXECUTIVE DIRECTOR

NATURE OF WORK

The Hawkins County Library System is an independent, public library serving the citizens of Hawkins County and governed by a Board of Trustees. The Library System Executive Director serves as chief executive officer of the library, implements library policies and procedures, and provides leadership for improving public library service to the community.

POSITION REQUIREMENTS

Education & Experience: Minimum 5 years' experience as a director of a nonprofit or library. Bachelor's degree or CPLM required. Experience with accounting and payroll desired.

ESSENTIAL DUTIES

1. Carries out the policies of the library as adopted by the Board; recommends needed policies for Board action; recommends short-range and long-range goals and objectives for the library.
2. Assists the Board in development of library budget and is responsible for daily oversight of library funds including accounting and payroll activities.
3. Maintain financial integrity of the budget's implementation and administration using basic account principles and QuickBooks Online.
4. Works with auditors, library board, city, and county funding bodies to accurately maintain and report financial information in compliance with state and federal laws.
5. Coordinates all grants including E-Rate, Federal & State Library Grants (TOP Grant, Tech Grant), and other grants as awarded. Budgets, tracks, performs all activities, and reports all data related to grants.
6. Attends all Board meetings; keeps Board meeting records on file at the library.
7. Oversees selection and ordering of all books, materials, and equipment according to the Board's Collection Development Policy.
8. Acts as technical advisor to the Board.
9. Oversees the recruitment, training, performance management and retention of Branch Managers.
10. Serves as ultimate hiring authority for all other employees at branches.
11. Evaluates performance of branch managers on an annual basis. Writes formal evaluations, reviews with staff, clarifies performance expectations, and initiates appropriate corrective action as required, including coaching and development.
12. Keeps informed about community changes, trends, needs, and interests; recommends programs and needs of the library in relation to the community; carries out plans for extending services of the library; and maintains awareness of public library standards and library trends.
13. Maintains accurate financial, personnel, patron, and statistical records and submits a variety of monthly and annual reports for the Board, and the Holston River Regional Library.
14. Acts as public relations representative for the library, attending meetings, posting notices in newspapers, arranging programs as necessary.
15. Affiliates with state and national professional organizations, attends professional meetings and workshops, and provides professional development opportunities for library staff.
16. Makes full use of regional and state library services to provide an appropriate stock of library materials to serve the needs of all library patrons.
17. Follows legal, professional, and ethical practices when making decisions and carrying out responsibilities.
18. Shall name the person in charge in the director's absence.

JOB REQUIREMENTS:

- Strong verbal and written communication skills
- Knowledge and experience in QuickBooks, accounting, budgeting, and payroll
- Knowledge of libraries and library profession
- Knowledge of Human Resources principles and laws
- Experience with grant writing, tracking, and reporting
- Excellent organizational skills
- Problem-solving & Decision-making skills
- Eagerness to learn
- Genuine enthusiasm for public service and people of all ages
- Familiarity with 501(c)(3) application process and annual filings
- Knowledge of library automation systems or other databases
- Working knowledge of MS Office or another Office Suite
- Familiarity with web development, WordPress, or similar content management system
- Able to perform basic troubleshooting of office equipment and technology
- Detail oriented
- Ability to delegate effectively
- Time management skills & ability to work independently
- Flexibility in scheduling
- Public speaking skills

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

- Must have a valid TN driver's license and be and the ability to be insured at standard vehicle liability rates.
- Must be able to perform medium physical activity including bending, reaching, standing, and sitting
- Must be able to lift or carry objects weighing up to 10 lbs. Some lifting up to 40 lbs.
- Need to be sighted, able to hear a normal conversation, speak clearly and communicate both on the telephone and in person.

RELATIONSHIPS:

- The Library System Executive Director reports directly to the Board of Trustees.
- The LSED also works with Hawkins County Commission, City of Rogersville, City of Church Hill, City of Surgoinsville, community groups, and other library professionals.
- Coordinates activities with Friends of the Library.

POSITION DETAILS:

- The LSED position is a salaried position that requires a minimum of 32 hours per week.
- Salary: Based on qualifications.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between HCLS and the employee and is subject to change as the needs of HCLS and the requirements of the job change.