

Palos Verdes Library District District Director Position Description

Last Reviewed: August 2020

FLSA: Executive Exempt

PURPOSE

The District Director is the administrative head of the Library District under the direction and control of the publicly elected Board of Library Trustees. The District Director is responsible for the operation and continuous improvement of the Palos Verdes Library District (PVLD) to ensure the Library District remains responsive to the needs of the community and follows the highest standards of librarianship. The District Director's responsibilities include: operation of PVLD's three libraries (Malaga Cove, Miraleste, and Peninsula Center) and all management and administrative functions associated with PVLD operation; including, but not restricted to; annual and long range planning and budgeting; financial, legal, facilities, human resources management of staff and volunteers; community and public relations; administrative support; and staying informed of new developments in library management.

ESSENTIAL JOB DUTIES

Board of Trustees

Work with the Board as update as needed on the District's Mission Statement and Strategic Plan.

Work with the Board to establish goals, objectives and policies for the Library District.

Monitor legislative, legal, and other developments of significance to District operations, implement measures necessary to ensure compliance, and advise the Board with regard to the implications for PVLD. Communicate with Board on these matters as they arise, including between Board meetings, especially where there is possible exposure to litigation.

Monitor trends in library management and advise the Board regarding opportunities to enhance library services, programs, and operations.

Oversee administration of Board of Trustees business including attending monthly committee meetings, preparation and distribution of agendas, board packets, minutes, and

other official documents in compliance with the Brown Act and other relevant legislation and regulations.

Attend all meetings of the Board of Trustees unless excused by the Board.

Management and Leadership

Provide leadership to District staff and volunteers.

Supervise and oversee the duties and responsibilities of management and administrative staff. Ensure there are clear descriptions of staff positions including a non-discrimination statement, qualifications for employment and evaluation procedures. Follow the current American Library Association's Library Leadership and Management Association Competencies and ensure these principles are understood by the District management and staff. (Exhibit "A")

Develop multi-year financial and operational plans and forecasts including library service plans, asset replacement, capital plans, facilities management plans, and technology plans.

Develop and implement staffing plans to support achievement of PVL D's strategic goals and library service objectives. Develop succession strategies for key positions. Assess opportunities for outsourcing and make recommendations to the Board regarding outsourcing vs. in-house performance of the activities and functions that support District operations.

Participate in the collective bargaining process for the Library District. Recommend negotiation strategies, compensation and benefit proposals, and cost parameters to the Board of Trustees prior to the commencement of negotiations. Ensure that the Board of Trustees is informed regarding the progress of negotiations. Recommend labor contract provisions to the Board of Trustees for approval.

Ensure that PVL D has an effective volunteer program in cooperation with the Peninsula Friends of the Library. Identify opportunities to use volunteers to supplement staff resources. Develop policies and procedures for the recruitment, placement, training, management, and recognition of volunteers.

Public and Community Relations

Build a positive public image for the District with local government agencies and elected officials, community organizations, and the public, as well as the overall library community. Actively promote and market PVL D's services and programs.

Oversee media relations for the District and serve as PVLD's media spokesperson.

Represent PVLD in community and library organizations and associations.

Assist the Peninsula Friends of the Library in their mission to raise funds to support PVLD and to build community awareness and enthusiasm for PVLD services, programs, and needs.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of the principles and practices of public and/or business management and administration.

Knowledge of the principles and practices of financial management including budget preparation and administration of contracts.

Knowledge of the principles and practices of employee and labor/union relations.

Knowledge of the principles and practices of librarianship.

Essential skills include strategic planning, governance and policy development, human resources management, conflict resolution, and collective bargaining.

Conflict resolution skills include helping individuals resolve conflict in a constructive manner and encouraging communication, collaboration and compromise.

Ability to communicate effectively with employees and stakeholders by conveying information clearly and efficiently and using active listening for consistent, mutual understanding.

Ability to establish and maintain effective working relationships with the Board of Trustees, employees, volunteers, the Peninsula Friends of the Library, community leaders, and the public.

Ability to represent PVLD in community and professional organizations, meetings, and forums.

Ability to create a collaborative, high-performance workplace culture.

Ability to deliver excellent customer service.

Education and/or Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying.

At least 5 years of broad management experience is required.

A Bachelor's Degree is required. An advanced degree in public or business administration and/or a degree in library/information science is desirable.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by a District Director to successfully perform the essential functions of this position or that a District Director encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable a District Director with disabilities to perform the essential functions.

The District Director is required to:

- Work flexible schedules, including evenings, weekends, and holidays.
- Perform work in a normal office environment with occasional work performed at home or in community/remote locations.
- Communicate with library patrons, employees, volunteers, and community members and effectively exchange accurate information in these situations.
- Move to different locations within and across PVLDD's facilities and travel to/from meetings and activities at remote locations.
- Prepare correspondence and documents.
- Read and understand complex written material.
- Operate a variety of standard office equipment including computer, laptop and/or tablet computer, and telephone.

The District Director is not substantially exposed to adverse environmental conditions.

Exhibit A

Library Leaders and Management Association's 14 Foundational Competencies

Communication skills

Leaders effectively employ a wide range of well-developed verbal, non-verbal and written communication methods to interact with employees and stakeholders, conveying information clearly and efficiently and using active listening for consistent, mutual understanding.

Change management

Leaders provide an environment open to innovation and collaboration by ensuring continuous two-way communication, flexibility, and willingness to learn from mistakes made, and by providing the training necessary to make the change happen.

Team building (personnel)

Leaders unify a group of individuals behind a commonly-shared vision by using strong communication skills to encourage dedication to mutual accountability, investment in the team's goal and purpose, and support for success of the team and its members.

Collaboration and partnerships

Leaders work and encourage others to work in cooperation with others within the library as well as with other organizations in order to achieve a common goal. Leaders look for ways to strengthen the role of the library in the community by seeking out opportunities to work with others in a mutually beneficial way, engaging stakeholders, and building relationships.

Emotional intelligence

Leaders are effective in understanding and improving the way they perceive and manage their own and other people's emotions, applying concepts such as self-awareness, self-regulation, motivation, empathy, and social skills to inform interpersonal interactions.

Problem solving

Leaders solve problems – taking proactive measures to avoid conflicts and address issues when they arise, and guiding employees to find appropriate information that allows them to generate and evaluate a diverse set of alternative solutions – to prevent issues from escalating and to encourage employees' abilities to do the same.

Evidence-based decision making

Leaders make use of research derived from trials, literature reviews, or other activities that provides objective information on issues of concern in order to help determine whether a particular policy or program will work at their organization and to demonstrate its effectiveness.

Conflict resolution (personnel)

Leaders support differences of opinion, and help individuals resolve conflict in a constructive manner when it threatens to become counterproductive to the organization's mission and strategic goals, encouraging communication, collaboration and compromise.

Budget creation and presentation

Leaders create budgets that consider the needs of the department or organization, incorporating the input of team members, and reflecting the institutional mission and priorities, and then communicate the value of library services to stakeholders, presenting qualitative and quantitative data to making a case for their proposed budget.

Forward thinking

Leaders maintain an understanding of important trends and developments in the library landscape, and use that understanding to position their library to take advantage of opportunities as they arise, moving the library forward from a position of strength.

Critical thinking

Leaders apply critical thinking – which implies a high level of understanding, the ability to break a problem down into its constituent parts, and the skills to effectively analyze and assess the issues – to their libraries' challenges to identify and implement solutions.

Ethics

Leaders use ethics in the process of deciding what should be done, reflecting on the reasons for a proposed course of action that takes into account the organization's decision-making process, its system of production and maintenance, and its culture and values, with the goal of bringing forth the resources so that people can make better decisions.

Project management

Leaders take deliberate steps to execute, monitor, analyze, and report on the progress of a work group charged with the creation of a unique product, service or result in order to deliver the on-time/on-budget results, learning and integration that the project and its stakeholders require.

Marketing and advocacy

A leader collaboratively creates key activities and goals of the organization and aggressively seeks out opportunities to communicate the goals with both internal and external constituencies.

Equity and Inclusion

In addition to the above, PVL D believes a leader actively promotes equity and diversity in the workplace and has no tolerance for harassment of any kind.