1. **Leadership responsibilities**
2. The System Director provides general leadership and coordination of library services within the Pope County Library System. The System Director engages in system-wide strategic planning. The System Director maintains a system-wide, statewide, national, and global perspective consistent with the Mission Statement and Strategic Plan of the Library System. The System Director promotes quality library services for all Pope County residents, particularly in the areas of resources, technologies, materials and facilities.
3. The System Director communicates effectively with all constituencies which are part of or impact the Library System.
4. The System Director does not manage any library or department. The System Director assists in the development of system-wide standards and policies, as well as supporting libraries to meet those standards. The System Director maintains a visible presence with all branch libraries, and all departments which impact the entire system. The System Director provides vision and maintains a broad perspective in responding to the information needs of the citizens of Pope County.
5. The System Director serves as the department head within County government, reports to the System Board, and directly reports to the County Judge, the elected official charged with System oversight.

1. The System Director takes responsibility for all administrative issues. The Board assumes the final authority on all policy issues.

F. Measures of Performance

1. Foster collaboration, confidence and respect of and from those with whom the System Director interacts.

2. Attain recognition for excellence in library services.

**II. Objectives**

1. The System Director oversees the design, development and administration of program plans in conjunction with the member libraries. Such program plans must comply with County and System Board policies and expectations. As plans and policies are adopted, the System Director maintains overall responsibility for the definition and implementation of necessary tasks, delegation of authority and resources, timely completion, and the establishment of ongoing evaluation criteria. The System Director provides regular project analyses that address staffing, finances, and the effective measurement of goals.

B. Measures of Performance

1. Prepare needs assessment and plan development.

2. Collaborate with appropriate agencies, branch libraries and county departments.

3. Establish implementation timeline and evaluation criteria.

4. Provide ongoing progress reports to the Board.

**III. Operations**

A. The System Director formulates the vision for the overall operation of the Pope County Library System. The System Director ensures quality service delivery, project management and administrative support as needed or as directed by the Board. The System Director assumes overall accountability for all departmental operations of the Library System. The System Director takes responsibility for contract negotiations and presents these to the Board and County Judge for approval. The System Director also engages in monitoring functions as necessary and provides regular reports to the System Board and Quorum Court.

B. Measures of Performance

1. Establish procedures for effective operations of the library system and assist with compliance.

2. Interact with Board, system department heads, and branch libraries.

3. Report all management functions to the board at its regular board meetings.

**IV. Financial Management**

A. The System Director maintains overall responsibility over the financial management system and the generation of any accounting for all public and private funds subject to audit. The System Director takes responsibility for suggesting and subsequently managing the allocation of existing resources. This management includes supervisory responsibility for effective and timely budget preparation and advocacy as necessary.

B. Measures of Performance

1. Ensure the maintenance of accurate financial records.

2. Ensure unqualified audit reports using Generally Accepted Accounting Principles.

3. Ensure the provision of understandable budget reports.

4. Present annual budget to the System Board in timely manner.

**V. Financial Development**

A. The System Director expands the development of both private and public sources of funding and exercises administrative control over federal and state monies. Additionally, the System Director ensures the maximization of all grant application opportunities and the development of all capital improvement plans. The System Director builds an appropriate library system endowment and builds this endowment on private funds.

B. Measures of Performance

1. Increase private and public funding to benefit County libraries.

2. Report progress to the System Board.

**VI. Facilities**

1. The System Director develops appropriate plans for future libraries designed to meet the County’s information needs. The System Director oversees expansion of future library facilities, coordinating site selection and building design with appropriate County officials.
2. The System Director provides review and assistance in the development of

capital needs and financing for the entire library system.

1. The System Director ensures that the voice, video, and data networks at each

library keep pace with the advancements in technology and that the individual library networks interoperate across the entire system.

D. Measures of Performance

Report on System developments pertaining to facilities and technology.

**VII. Resources**

1. The System Director serves as the foremost spokesperson in the County on Library Information Resources, including current and future relevant technology tools. The System Director serves as the conduit for the System Board, the Commissioners and the patrons. The System Director serves as the focal point for public library service issues and the administration of shared resources and technology. The System Director establishes position papers and suggests policies on current County, state and national issues impacting public libraries.

B. Measures of Performance

1. Interact with System Board, member libraries, County officials, and the

public.

2. Maintain broad scope of County issues related to libraries.

**VIII. Image**

A. The System Director actively promotes the County Library System and its member libraries in a manner that exhibits professionalism, accountability and integrity. The System Director seeks opportunities to interact with the local media and proactively engages our public officials, community leaders, and civic organizations regarding the many and varied services our libraries provide. The System Director maintains contact and involvement with appropriate educational institutions and the Arkansas Department of Education. The System Director participates and takes a leadership role in state and national library associations.

B. Measures of Performance

1. Portray positive, professional image and visible presence in local, state, and national forums.

2. Deliver positive appropriate statements in promoting libraries.

**Other duties as assigned.**

**Reports to:**

Pope County Library Board of Trustees by and through the Pope County Judge as the Chief Elected Official of the County.

**Job Requirements:**

Master’s degree in Library and Information Science (MLS, MLIS) from an ALA-accredited program.

Five years of progressively responsible library administration experience including at least three years in a supervisory capacity.

**Salary Range:**

$64,276.44 - $66,847.50 annually