

Regional Library Administrator

General Statement of Duties:

In keeping with the mission of the Carroll and Madison Library System (CAMALS), the Regional Library Administrator is responsible for developing and supporting all efforts necessary to maintain the library system, responsive to the community's needs for information, education, and recreation. Working closely with the Board of Trustees and with the directors of the member libraries, the Regional Library Administrator develops library system plans and policies, monitors library services, manages the financial operations of CAMALS, advocates for the library system through public relations and outreach, advises staff, library directors, trustees, and other board members, and maintains a high level of professional development for his/herself and library staff.

Planning and Policy-Making

Working with the Board, the Regional Administrator:

- Develops long range plans to support and promote the mission of the library system.
- Develops short term plans to address specific issues facing the library system as they arise.
- Formulates and recommends policies to the Board and implements the procedures to carry out these goals.

Library Services

Working with the Library Directors, the Regional Administrator:

- Supervises the purchase, utilization, and maintenance of technology to deliver, monitor and enhance library services, including the library website and online electronic resources.
- Maintains and administers the library's Integrated Library System (ILS).
- Advises library directors all aspects of collection development, performs periodic collection analysis, and coordinates inventory and weeding of library resources throughout the six-library collection.
- Selects and purchases eBook and downloadable audio books for the library system through the Library2Go regional consortium.
- Compiles and records library statistics and assembles them for meetings of the Board of Trustees, the CAMALS annual report and Arkansas State Library.
- Serves as liaison to the State Library for all member libraries.

Financial Operations

Working with the Board, the Regional Administrator

- Contracts for an annual audit and cooperates with auditor in preparation.
- Prepares the annual budget for Board review and approval in a timely manner.
- Presents budgets requests to the Board and presents special funding requests to the CAMALS Foundation.
- Administers all system funds, including state aid.

- Prepares quarterly budget reports for the Board's review and stays abreast of all library funds and accounts.
- Works closely with the CAMALS Foundation and the library directors to identify grants, gifts, donations, and other funding sources when possible. Develops grant opportunities and seeks other funding options.
- Countersigns all checks with the CAMALS Board Treasurer or President.

Public Relations – Outreach

- Promotes awareness of the value and reach of library services across both counties.
- Primary liaison to the Quorum Courts for each county, promoting library purpose & value to constituent populations to these representatives.
- Serves as a spokesperson for the region to news agencies, clubs, and organizations.
- Develops and maintains cooperative relationships with the government, schools, and community organizations within Carroll and Madison counties.
- Assists with the development and distribution of promotional materials.

CAMALS Board of Trustees and Library Boards

- Informs the CAMALS Board of Trustees of all relevant library business.
- Serves as secretary at all meetings of the CAMALS Board of Trustees, -assists the Board President with agenda preparation, and presents Board with Administrator's Report.
- Provides professional expertise and guidance to the board, including but not limited to presenting information on pertinent legislation from local, state, and federal agencies, discussing trends in library technology, funding, and management.
- Attends quarterly board meetings of the member county libraries. Presents quarterly and annual library system reports at meetings
- Provides advice and professional expertise to the county library boards and advisory boards of the member libraries.

Professional Development

- Maintains knowledge of new principles and practices in library science and technology.
- Attends professional meetings, workshops, and conferences.
- Maintains membership and participates in professional library associations.
- Facilitates the professional development of all system staff.

Personnel Management

- Hires and supervises CAMALS staff.
- Consults and advises county library boards with hiring and performance review of library directors.

Requirements

- Master's degree in Library Science from an American Library Association accredited library school.
- Progressively responsible professional library, business, or non-profit experience including at minimum 5 years of supervisory and administrative responsibilities.

- Valid driver's license.

Special Skills

- Ability to establish and maintain good working relationships with staff as well as public and private agencies and organizations.
- Extensive knowledge of library principles, practices, methods, materials, and equipment.
- Ability to plan, organize, and supervise library operation, analyze data, evaluate programs, prepare clear and concise reports, and present speeches.
- Knowledge of BookSystem's Atrium ILS
- Knowledge of Wordpress.

Physical Demands

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. However, employee is required to lift or move up to 40 pounds. Employee will be asked to use his/her vehicle to make occasional deliveries to regional libraries. Mileage to be reimbursed.

Disclaimer

This job description is not meant to be limited to the specifics listed. It is our hope that you will work with, encourage, and support the libraries in both counties to the best of your ability.