

Kitchigami Regional Library System

TITLE: Library Director

STATUS: Exempt

REPORTS TO: Governing Board

DATE: 2026

POSITION OBJECTIVE:

The director serves as the library's chief executive officer reporting to the governing board. In this leadership role, the director is accountable for the development and execution of strategies and initiatives with respect to Kitchigami Regional Library System programs, people and resources that effectively advance the vision and goals established by the governing board.

The position is accountable for directing all operations associated with the entire library system. In this capacity, the director establishes strategic priorities and aligns operational goals and objectives with board priorities. He/she ensures the effective execution of all initiatives and recommends policies and actions for board approval. In addition, the director establishes operational standards for the library and determines programmatic and operational priorities through the development of short-term and long-term planning to address current and future library service and program needs.

The director works collaboratively with various committees, organizations and communities to represent the library in a wide variety of settings involving diverse stakeholder groups on issues pertaining to planning, design, programming, financing, policy and legislation relating to library services and infrastructure. This is a complex position with accountability for meeting public demands for a high quality and responsive range of services in a fiscally constrained and increasingly complex environment.

The position requires a highly skilled service-oriented leader with excellent communication skills, resourcefulness, sound critical thinking and problem-solving skills, project coordination, data management and leadership skills.

ESSENTIAL DUTIES AND RESPONSIBILITY:

The following duties and responsibilities are representative of the type of work performed.

Program Management Responsibilities

The director is accountable for the development and execution of library services for Kitchigami Regional Library System under the general guidance of the governing board. Associated duties include the following:

- A. Provides leadership and guidance to all library staff in the operations and delivery of library services by developing short and long-term plans for the efficient operation of the library system with a focus on providing outstanding library services to residents.
- B. Researches and formulates recommended policies, rules and procedures for Library board consideration and approval.
- C. Responsible for developing the KRLS annual budget for the branches and presenting that budget to counties and cities.
- D. Plans for current and future technological improvements and expenditures for the library system operations and service delivery.
- E. Responsible for overall financial management and control, including responsibility for Library Board governance activities related to their fiduciary responsibilities.
- F. Communicates with city councils, county boards, and community organizations regarding

- operational and fiscal requirements of local libraries.
- G. Determines and prepares agenda and materials for Library Board meetings.
 - H. Actively consults with local legislators regarding library issues and related concerns.
 - I. Assists the Minnesota regional public libraries in planning and developing programs, services and technologies.
 - J. Manages and consults with KRLS Regional Managers in determining priorities and resolving staff and operational issues.
 - K. Responsible to work with Human Resources and Regional Managers on the selection of staff for administration and Branch Managers. Makes recommendations to the Library Board regarding promotions, transfers and new positions.
 - L. Responsible for seeking and procuring grants.
 - M. Performs other duties and responsibilities as apparent or as directed by the KRLS Board.
 - N. Serves as Labor Relations Manager in collaboration with Human Resources to negotiate contracts, agreements, personnel policies and union/non-union contracts. Resolves labor grievances on behalf of the KRLS Board.
 - O. Performs other duties and responsibilities as apparent or as directed by the KRLS Board.

MINIMUM QUALIFICATIONS:

ALA accredited MLS degree.

Five to seven years of professional library experience including progressive public library management experience covering a broad range of financial, administrative, supervisory and operational activities.

DESIRABLE QUALIFICATIONS:

- Prior leadership, / supervisory and Union experience.
- Ability to manage and measure work, establish measurable objectives and evaluate outcomes.
- Ability to create an engaged and inspired workforce, supervise and develop others, maximize staff capability and performance.
- Knowledge of federal and state statutes, rules and policies applicable to programmatic area, employment and safety.
- Knowledge of and ability to interpret and apply policies and procedures.
- Knowledge of and ability to access, engage, utilize and maximize community and programmatic resources, service programs and related services.
- Knowledge of and ability to effectively operate computer applications within program area.
- Skill in communicating in written and verbal form including presentations, reports, manuals and general correspondence.
- Ability to collect, organize and analyze data for use in performance reporting, programmatic evaluation, customer service and outcome related assessments.
- Ability to analyze problems, develop solutions and contribute to policy and procedure development within program area.

LEADERSHIP TEAM COMPETENCIES:

- Thinking Competency: Exercise insightful judgment, think strategically, leverage innovation, demonstrate broad perspective, ensure customer focus and employ organizational knowledge.
- People Competency: engage and inspire, manage change, develop talent pools, promote diverse organizations, build relationships, foster open communication.
- Personal Competency: Ensure ethical behavior, act boldly, adapt productively and learn continuously.
- Results Competency: Establish group plans, execute for results, promote program/service quality and foster a high-performance culture.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Sedentary to light physical activities requiring stooping, kneeling, crouching, reaching, handling, fingering, talking, hearing, and close vision. The employee must occasionally lift and or move up to 35 pounds.

Mental Functions: Comparing, computing, compiling, analyzing, coordinating, synthesizing, negotiating, communicating and interpersonal skills/behaviors.

Environment & Physical Surrounds: Typically, in an office environment.