



**Title:** Director

**Reports to:** West Georgia Regional Library System Board

**Start Date:** ASAP; not before October 30, 2020

The West Georgia Regional Library System Board of Trustees seeks an executive to manage, plan, organize, evaluate, and administer all aspects of the West Georgia Regional Library System serving Carroll, Douglas, Haralson, Heard, and Paulding counties.

Duties and responsibilities include, but are not limited to, managing 19 libraries and the regional headquarters; supervising and collaborating with the regional administrative staff of 10 and the regional office team of 22; leading the entire staff of 120 members of our 19 libraries; directing operations; overseeing financial management including budget preparation and audit experience; writing and implementing policies; evaluating services; working with member library boards, working with local funding agencies to ensure proper funding for WGRLS member libraries, and working with community organizations to provide a leading library system throughout the 19 library facilities.

### **About WGRLS**

With over one million visits, 5,200 free programs, and 120,000 items circulate annually, West Georgia Regional Library System is an active, vibrant system west of metro-Atlanta, serving the nearly half-million residents of Carroll, Douglas, Haralson, Heard, and Paulding counties with premier library services through 19 facilities. WGRLS welcomes over one million visitors a year to its libraries to check out materials (1.25 million annual circulation), attend a free program (5,200 offered annually), use one of the 444 computers available in the system, and much more. In recent years, WGRLS has opened a new library in the rural town of Centralhatchee, constructed a new 6,800 sq. ft. administrative building, and performed an extensive \$4.5 million renovation of the 28,000 sq. ft. Neva Lomason Memorial Library in Carrollton.

West Georgia Regional Library System is based in Carrollton, Georgia, a thriving small town with surprisingly big appeal. From a rich and colorful local arts scene to an uncommon variety of outdoor amenities, the city truly offers something for everyone. Add in two colleges bursting with their own activities and classes, a host of locally-owned restaurants and shops, and a calendar full of lively events, and it's easy to see that Carrollton is Altogether Original.

### **Essential Duties and Responsibilities:**

1. To recommend for employment or termination other staff members, as necessary, in compliance with applicable laws and the availability of funds and to employ or terminate other staff members if so authorized by the library board;
2. To attend all meetings called by the Office of Public Library Services of the Board of Regents of the University System of Georgia or send a substitute authorized by the office director;
3. To prepare any local, state, or federal annual budgets;
4. To notify the board of trustees and the Office of Public Library Services of the Board of Regents of the University System of Georgia of any failure to comply with:
  - o Policies of the board;

- Criteria for state aid;
  - State and federal rules and regulations; and
  - All applicable local, state, or federal laws;
5. To administer the total library program, including all affiliated libraries, in accordance with policies adopted by the system board of trustees; and
  6. To attend all meetings of the system board of trustees and affiliated boards of trustees or to designate a person to attend in his or her place.

**Qualifications:**

Master's degree in Library Science from an ALA-accredited institution with five or more years of progressively responsible public library experience with at least three years of administrative experience in a public library are required.

Must have, or obtain, Georgia Public Library certification through the Secretary of State's Office at the G-5 level or higher.

Must have extensive knowledge of the Georgia Public Library Service requirements, federal and state laws and funding programs, administration, principles, practices, procedures, operations and functions of a multi-county, library system which is administered centrally from the regional headquarters.

Must have extensive knowledge of public library management, finance, human resource management/personnel and administrative practices, policies and procedures as necessary in the completion of daily responsibilities.

Must be able to develop and administer practices with existing regional office staff, enforce policies and procedures as necessary in the completion of daily responsibilities and to monitor performance of regional and member library employees.

Must have a valid Georgia driver's license to be able to drive library vehicles to travel between member libraries, and to attend meetings, library events, training, professional conferences, state directors meetings, and other necessary travel for performing job duties.

Is comfortable working with local, state, and federal elected officials to keep them informed of library activities and advocate for libraries and have input on legislation or other actions that may impact libraries and the communities they serve. And must be able to speak effectively before groups of officials and citizens to explain library policies, funding requests, and services.

Has knowledge of library building practices. This includes, but is not limited to: preparing requests for proposals; working with GPLS's Director of Construction and Planning, consultants, architects, contractors, and vendors; managing capital outlay grants and reimbursement forms; ensuring compliance with funding agency requirements; ensuring ADA compliance; and working with local service providers.

Is able to use technology effectively to communicate via email, oversee WGRS's Assistant Director for Technology, understand basic network architecture needs and how it impacts library services, and with appropriate staff, negotiate with technology vendors and service providers.

Understands basic governmental accounting principles. Must be able to read, understand, and explain financial reports, and by working with WGRLS's Business Manager prepare budgets and financial reports using accounting software, interpret these reports to library boards and funding agencies, and provide administrative oversight over accounting functions at the administrative (HQ) and member libraries.

Possesses the ability to establish and maintain effective working relationships with other employees, with the public, member library communities, and businesses providing services to the library system.

Other qualifications include: diplomatic skills, strategic thinking, analytical thinking, communication skills, innovation, judgment, management experience, project management, visionary leadership, and professionalism.

Must be able to pass a criminal background check and a motor vehicle record check.

**Hours and Compensation:**

40 hours/week, exempt position

Salary based on Georgia state reimbursed salary range, experience, and local director supplement.

Benefits include health insurance, flex benefits, annual leave, and enrollment in the Teachers Retirement System of Georgia.

**Application Instructions:**

Application materials provided should specify recent public library and other relevant experience and qualifications in a cover letter, detailed resume, and the names, addresses, telephone numbers, and email addresses for at least three professional references.

Position open until filled.

**Send application to:**

West Georgia Regional Library System  
ATTN: Director Search  
124 West Chandler Street  
Carrollton, Georgia 30117

Or email to:  
directorsearch@wgrls.org