

Job Class Title: Director of Ramsey County Libraries - Unclassified

BASIC FUNCTION:

Provide the overall vision, long-range strategic planning, leadership and direction for the Library Department; support the Library Advisory Board; forge and maintain partnerships with a wide variety of stakeholders. This position reports directly to a Deputy County Manager and is part of the Economic Growth and Community Investment (EGCI) Service Team.

EXAMPLES OF WORK PERFORMED

1. Promote a diverse, culturally competent and respectful workplace.
2. Administer and direct the delivery of department services, ensuring high quality, culturally diverse and respectful services that provide equitable outcomes and that meet the needs of the county's residents.
3. Direct the development of strategic goals, objectives and long-range planning for library programs and operations. Establish measurable program outcomes and oversee the development of continuous improvement and quality assurance measures.
4. Direct and manage personnel operations in the department including hiring, supervision of staff and performance management in consultation with the Human Resources Department.
5. Direct the development and management of the department's operating budget including managing the submission and presentation of the budget to the County Board for approval.
6. Supervise the preparation of requests for County Board action, and attend, as the Department's representative, weekly meetings of the County Board and its subcommittees to provide information and explain department proposals.
7. Lead interdepartmental efforts and proactively engage in countywide initiatives as a member of the EGCI Service Team to improve county service integration, promote efficient, effective and collaborative service delivery and meet the strategic goals and objectives of the county.
8. Develop department goals and strategies that align with countywide strategic priorities to include advancing racial equity and inclusive services and initiatives.
9. Participate in the countywide Senior Management Team and perform related duties as assigned.
10. Direct, manage and oversee the selection of contractors, the negotiation and execution of contracts and agreements with vendors, and the monitoring of contracted services performance to ensure the delivery of effective services in compliance with applicable laws, rules, regulations and policies.
11. Represent the county before the news media, elected officials, state and federal officials, local government officials, and the community to present the county position on pending changes in laws, rules or regulations, to explain county policies and procedures and to negotiate satisfactory problem resolution.

(The work assigned to a position in this classification may not include all possible tasks in this work and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)

ESSENTIAL FUNCTIONS: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11.

SUPERVISOR/MANAGERIAL RESPONSIBILITY:

Directly supervises up to six managers and indirectly supervises approximately 150 full and part-time employees (100 FTEs).

INTERNAL/EXTERNAL RELATIONSHIPS:

Weekly contact with County Board members and aides, the County Manager, Deputy County Managers and Department Heads to develop strategies, provide information, discuss and resolve matters of countywide concern or impact and oversee compliance with county policies and procedures. Monthly contact with Library Advisory Board. Weekly contact with other MELSA library directors and staff to coordinate metropolitan public library programs and services. Periodic contact with civic organizations to involve library in the community and nurture the library's relationship with volunteers. Monthly contact with the Minnesota Department of Education and state library planning organizations to shape statewide programs, apply for grants and coordinate library programs and services. Monthly meetings and contact with other related organizations, including business organizations, schools, non-profit organizations and community groups to provide departmental information and develop cooperative relationships.

IMPACT ON SERVICES/OPERATIONS:

Impacts on the availability, quality, effectiveness and efficiency of services provided to residents in need of library services. Proper performance results in quality services delivered to residents and strong partnerships with stakeholders. Improper performance may result in inefficient and/or improper use of county resources and inequitable service delivery.

WORK ENVIRONMENT:

Work is normally performed in an office setting. Frequent travel to other county, state, and local agency facilities to attend meetings; may include evening venues.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of the principles and practices of leadership, management, administration and leadership with specific knowledge in the delivery of library services.
- Knowledge and experience in creating a diverse, successful workforce in a large organization and respect for the diversity of residents and county employees.
- Skill in promoting innovative, forward thinking ideas.
- Skill in fostering a welcoming culture that engages the broad diversity of the community.
- Skill in fostering a participatory work environment in which individuals collaborate in pursuit of a common mission and shared goals.
- Skill in written and verbal communication and the ability to make presentations before the public, staff and various boards.
- Ability and skill in visioning, strategic planning, proactive community engagement and project implementation.
- Demonstrated ability to lead, plan, organize, coordinate and manage the personnel and programs of a large and diversified organization.
- Ability to develop and maintain effective working relationships with the legislature, the Ramsey County Board of Commissioners, county leaders and staff, union representatives, other government, non-profit and community organizations and the general public.
- Ability to organize, manage, direct and motivate a large staff toward the accomplishment of objectives.
- Demonstrated ability to analyze, prepare and manage a comprehensive department budget including revenue forecasting.
- Ability to develop and identify creative solutions and opportunities to increase available resources.
- Ability to analyze complex problems and situations and develop and implement effective solutions.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in Library Science, Business Administration, Public Administration or a related field.

Experience: Six years of progressively responsible experience in library services, or related experience in management or administration with at least two years of supervisory experience.

Substitution: Any equivalent combination of education and experience may substitute.