

JEFFERSON COUNTY PUBLIC LIBRARY IS SEEKING THE RIGHT PERSON TO LEAD

EDUCATION

Director of



LIBRARIANSHIP

Library Programs

COMMUNITY

and



EVENTS

Services



JEFFERSON COUNTY
PUBLIC LIBRARY
DISCOVER THE POSSIBILITIES

Jefferson County Public Library,

formed in 1952, is the third largest library system in Colorado and in the Rocky Mountain region. With a diverse collection of more than 1.3 million books, periodicals, CDs, DVDs, audiobooks and eBooks shared among its 10 locations and outreach initiatives, as well as robust computer and Internet resources, we offer Jefferson County's 534,000 residents multiple options to satisfy their information needs. Those who prefer the convenience of their own home or office can use our award-winning Online Library to search the catalog and place items on hold, manage their accounts, access more than 80 research databases and find links to helpful websites.

Jefferson County Public Library continues to grow in popularity with demand for services growing much faster than revenue. To maintain the high-quality customer service that residents have come to expect, we have been early adopters of self-service technologies, including radio frequency identification (RFID), self-checkout and holds pickup, and automated book return systems. We have a growing collection of downloadable audio and eBooks, and are committed to providing our patrons with access to the latest technologies whenever possible. Library leadership promotes a strong community presence, culminating in productive partnerships with local governments, schools, major cultural attractions and other local entities.

A major focus of Jefferson County Public Library's outreach is children's literacy and life-long learning for county residents, with the goal of empowering each individual to be a contributing and active citizen. We are also committed to promoting technology literacy and to providing equal access to digital information. JCPL employs 435 employees (189 FTEs and 249 Page/On Call staff). Our employees are smart and competent, and they appreciate a sense of humor. They value a leader who is visible in their libraries and approachable. They welcome the opportunity to provide ideas and feedback regarding our future direction. Their friendships extend beyond the workplace to hiking groups, dinner parties and other opportunities for comradery. They support one another on the job and believe that our libraries -- and the outstanding customer services that they provide -- are essential. Our seven-member Library Board of Trustees is appointed by the Jefferson County Board of Commissioners. Board members bring experience in business, finance, civic involvement and in volunteerism. They operate under a structure of policy governance patterned after the John Carver model. Using this approach, the Library has achieved systematic accountability, as well as clarity of roles and authority for the Board of Trustees and the executive director.

Jefferson County is a great place to work and play

Nestled midway between the bustling city of Denver and the nearby Rocky Mountains, and spanning 774 square miles, Jefferson County is the second largest county in Colorado. Our county offers access to all the amenities of an urban environment... theater, symphony, ballet, parks, golf courses, concerts that draw world famous performers, art museums, a world class zoo, a botanic garden, a children's museum, a museum of nature and science, many wonderful restaurants, a wide variety of shopping (including Ikea), professional football, baseball, basketball, soccer, and ice hockey teams, and a growing system of public transportation. Our proximity to the Rocky Mountains offers exciting recreational opportunities for outdoor enthusiasts as well, with access to skiing, snowboarding, river rafting, golfing, hiking, fishing, camping, climbing and cycling just minutes away. Contrary to what some people think, our climate is moderate, with more than 300 days of sunshine a year and an average high temperature of 45 degrees in winter (although days reaching 60 degrees are not uncommon). The snow melts quickly, so golf courses are open year-round, as are some of the outdoor cafes. Summer days are beautiful and sunny with an average high of 84 degrees. Evenings are cool and comfortable with an average low of 50 degrees. If this sounds like Camelot to you, many of us living here think it comes close! Our unique location offers something for everyone!



We're looking for a Director of Library Programs and Services who will

- Set the vision and direction of Library programs, services and collections offered through its 10 locations, Online Library, Bookmobile and Outreach Services.
- Ensure the delivery of excellent library and customer services.
- Provide direct supervision to library managers and the collections manager.
- Participate as a member of the Senior Management Team and assist with planning, policy creation, budgeting and directing the delivery of the Library's current and long-range plans.
- Work with other key Library staff on facility projects.
- Participate actively in state and national library organizations and community, county and state affairs.

who has the following education and experience,

- Masters Degree in Library/Information Science from an institution accredited by the American Library Association;
- Six years leadership/administrative public library experience for system-wide services at a multi-location library, and
- Six years progressively responsible management and supervisory public library experience.

who possess the following traits,

A thorough knowledge of

- Library operations and administration, and theory and practices in library science.
- Practical applications for library programs, services and collections.
- Principles of customer service, confidentiality and intellectual freedom.
- Supervision and management principles, including interviewing, hiring, scheduling, training, performance review and management, coaching and dismissals.

who has basic understanding and knowledge of

- Technologies, automation and digitization, and applications in libraries.
- Conceptual and analytical skills in the assessment of technological needs for the staff and public.
- Library advocacy and the development of potential partnerships in pursuit of common community goals/outcomes.
- Project management and planning experience.
- Skills and abilities in participatory management/collegial governance and team-based work environments.

who has the ability to

- Listen effectively and communicate orally and in writing in a concise, tactful, courteous, respectful manner.
- Establish and maintain effective working relationships.
- Handle confidential matters with discretion.
- Respond in an open and accessible manner.
- Foster community partnerships and services for diverse communities.
- Follow established procedures and perform work requiring considerable detail.
- Exhibit strong problem and decision-making skills and exercise independent judgment, as appropriate.
- Conceptualize and implement policies and strategic plans.
- Exhibit and inspire visionary leadership.
- Exhibit collaborative leadership skills and talents.
- Lead by engagement, visioning and motivation.
- Mentor and direct the professional growth and development of staff.
- Exhibit user-focused customer service philosophy.
- Maintain the highest level of ethical standards, integrity, honesty, confidentiality, trust and accountability.

Key Issues and Priorities for the Director of Library Programs and Services:

- **Departmental vision and direction**

The Programs and Services Department has made tremendous strides and is poised to continue the ongoing growth of programs, services, collections and outreach under a new director's vision and leadership.

- **Strategic planning**

As a partner with the County and community agencies, Jefferson County Public Library is poised to meet the opportunities and challenges of a diverse and changing community. As such, we will complete and implement a strategic plan for library services, with an evolving emphasis on measuring and delivering community outcomes.

- **Revenue enhancement**

Traditionally ranking very high in user services and satisfaction, the Library has extended itself to the delight of its customers. With ever-increasing demand and ongoing pressure on traditional sources of revenue, the Library must focus on finding new sources of revenue, maximizing efficiencies and delivering services in new and innovative ways.

Compensation and Benefits

Salary range: Negotiable from \$75,500 - \$98,000

Retirement: Matching dollar retirement benefits offered through the Colorado County Officials and Employees Retirement Association; optional 457 Deferred Compensation retirement savings plan

Insurance: Health and Dental for the employee and eligible family members; life, short- and long-term disability and accidental death

Leave package: Includes vacation, personal, holiday and sick leave

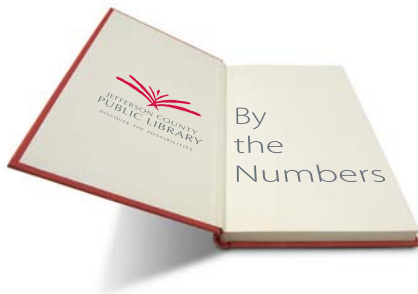
Other: Employee Assistance Program; professional development opportunities

How to Apply

Submit a current resume, a completed Jefferson County application, and three professional references through the Jefferson County website. Applications are available online at jeffco.us/jeffcojobs.htm. This is a national recruitment. All written materials will be screened and evaluated by the executive director and final candidates will be evaluated by the Library Search Committee. Employment decisions are made without regard to race, color, religion, creed, sex, age, national origin or disability.

A copy of the full job description can be found at jeffcolibrary.org/jobs

Contact us at 303-232-7114, by fax at 303-271-8411 or by e-mail at mary.oneil@jeffcolibrary.org



Facilities

10 locations, a Traveling Children's Library, a Bookmobile, a mobile computer training lab and an Online Library

Library cardholders

286,524

Collection

More than 1.3 million books, CDs, DVDs, audio books, eBooks and periodicals

Checkouts

7.2 million (13.6 per capita)

Resource sharing

127,170 items loaned to other libraries; 89,265 items borrowed from other libraries

Visitors

More than 2.6 million

Online Library page views

Nearly 5.6 million, a 15 percent increase over 2010

Summer Reading Club

More than 28,000 children, teens and adults

Classes and programs

More than 144,000 people attended 7,760 free classes and programs

Staff

189 FTEs and 249 Page/On Call staff

Budget

\$25.7 million, including operating and capital expenses

Mill Levy

Maximum mill levy allowed 3.5 mills; 2012 mill levy appropriation 3.225 mills