



Jefferson County
PUBLIC LIBRARY

BOARD OF TRUSTEES EXECUTIVE DIRECTOR SEARCH COMMITTEE MEETING

DATE: June 30, 2026
TIME: 10:00 am – 11:00 am
PLACE: Online via ZOOM

For instructions on how to access the **online ZOOM Search Committee Meeting** please go to:
[2026 Board Meetings | Jefferson County Public Library](#)

TOPIC(S):

- Hiring Plan
- Timeline
- Job Description

**NEXT SEARCH
COMMITTEE MEETING**

Approved Timeline

Jefferson County Public Library (CO)
2026

Activity	Target Date
Phase 1: Discovery	
Initial meeting with Search Committee and Consultant to review timeline and set schedule	Wednesday, June 3, 8am MT
Discovery meetings with: Leadership team, union reps	Beginning/Mid-June
Draft announcement sent to Search Committee	Friday, June 26
Announcement is approved by Search Committee	Tuesday, June 30
Phase 2: Recruit	
Post ads, actively recruit candidate pool	July 1 – August 9
Applications Close	Sunday, August 9
Phase 3: Candidate Assessment	
Qualified candidate documents sent to Search Committee	Wednesday, August 12
Candidate Pool Presentation via Zoom with Search Committee to select 6-9 quarterfinalists	Monday, August 24 8:00 – 10:00 am
Phase 4: Interviews + Final Details	
Quarterfinal Interviews via Zoom with Search Committee	Tuesday, September 8: 11:45 am – 5:00 pm MT Wednesday, September 9: 8:00 am – 1:00 pm MT
In-person Semifinal Interview Activities (Day 1) Staff Q+A Sessions + Location and Community Tours	Wednesday, October 14
In-person Semifinal Interview Activities (Day 2) Library Board Interviews in Exec Session	Thursday, October 15 (evening time)
Library Board votes to approve a finalist at a special meeting following the required 14-day public notice period.	
New Library Director Start Date	TBD (estimated January 2027)

Yellow Highlighted dates require **Search Committee** participation

Green Highlighted dates require **Library Board** participation

Blue Highlighted dates require **Staff** participation

Jefferson County Public Library

Executive Director Job Description



Summary: The Executive Director provides strategic, administrative, and operational leadership for Jefferson County Public Library (JCPL), working under the executive direction of the Library Board of Trustees to advance long-range planning, implement strategic goals, steward financial and organizational resources, and ensure that JCPL's services, programs, and outreach respond to community needs. The Executive Director works closely with the Library Board, County officials, community partners, the Jefferson County Library Foundation, library leaders, and staff, and directly supervises the Chief Executive Team while providing executive leadership for the entire organization.

Essential Duties and Responsibilities

Strategic Leadership and Governance

- Works with the Library Board of Trustees and JCPL staff to advance the mission, vision, values, and long-range goals of Jefferson County Public Library.
- Supports the Board's governance responsibilities by providing sound professional guidance, policy recommendations, strategic planning leadership, operational updates, and information needed for effective decision-making.
- Leads strategic planning in coordination with the Board and guides implementation of Board-approved priorities, programs, services, and community outreach to achieve organizational goals and fulfill JCPL's mission.
- Upholds JCPL's commitment to intellectual freedom, equitable access, privacy, lifelong learning, inclusion, and responsive public library service.
- Participates actively in relevant regional, state, and national professional organizations and development opportunities to remain current with emerging trends, strengthen JCPL's work, and contribute to the broader library profession.
- Fosters a positive, collaborative, accountable, and team-oriented organizational culture.

Financial Stewardship and Resource Development

- Develops, manages, and stewards financial resources to support the fiscal health and long-term sustainability of JCPL.
- Oversees preparation and administration of the annual budget; submits proposed budgets and regular financial reports to the Board; and ensures operation within the approved budget.
- Works collaboratively with the Jefferson County Library Foundation to support fundraising, philanthropic opportunities, and resource development aligned with the Library's mission.
- Builds and maintains productive financial and political relationships with public officials and community leaders to communicate JCPL's value, advocate for library priorities, and support long-term public investment in library service.

Community Engagement, Advocacy, and Communication

- Represents JCPL as a visible, active, and effective leader with residents, community partners, civic organizations, professional peers, the media, and local, regional, and state officials.
- Serves as a key spokesperson for the Library with community partners, constituents, the media, and the general public.
- Builds and maintains relationships with organizations, public officials, and library leaders throughout the region and state to strengthen JCPL's mission, advocacy efforts, partnerships, and community impact.
- Represents JCPL at professional conferences, public meetings, roundtables, civic gatherings, and other events; gives speeches and presentations; and participates in collaborative efforts related to public library service, legislation, and funding.
- Oversees marketing, communications, and public messaging for JCPL.

Organizational Leadership and Operations

- Oversees the effective administration and daily operations of JCPL, ensuring that staffing, policies, procedures, facilities, technology, collections, programs, and services support organizational goals and community needs.
- Directly supervises the Chief Executive Team and provides executive leadership through multiple layers of management across the organization.
- Leads the hiring, development, supervision, evaluation, and retention of qualified staff and supports clear communication, accountability, and collaboration across departments and locations.
- Maintains constructive labor-management relationships and works productively within a union environment, including communication and collaboration with AFSCME representatives in accordance with applicable agreements (CBA), policies, and law.
- Serves as final administrative authority on personnel matters, including promotion, transfer, discipline, and termination, in accordance with applicable laws, personnel policies, the CBA, rules, and regulations.
- Signs contracts, agreements, and other instruments made and entered into on behalf of the organization, consistent with Board policy and applicable requirements.
- Develops and oversees implementation of Library policies and procedures for all functions and day-to-day operations.
- Oversees collection development, facilities, technology, programs, and services, and evaluates their effectiveness to guide future action.

Public Service, Access, and Community Impact

- Ensures that JCPL's services, collections, programs, outreach, facilities, and technology are responsive to community needs and support equitable access for residents across the Library's service area.
- Uses data, community input, professional knowledge, and emerging trends to assess service effectiveness, identify opportunities, and guide continuous improvement.
- Supports efforts to identify and reduce barriers to library service, particularly for underserved communities.
- Ensures that JCPL's public service priorities reflect the Library's role as a trusted civic, educational, and community resource.

Leadership Competencies

- Knowledge of public library principles, practices, ethics, and trends, including intellectual freedom, equitable access, privacy, inclusion, community engagement, and responsive service.
- Knowledge of strategic planning, policy development, fiscal management, budgeting, capital planning, personnel administration, facilities, technology, collections, marketing, and public communications.
- Ability to work effectively with a governing board and provide the information, guidance, and support needed for sound governance and decision-making.
- Ability to lead a complex organization with sound judgment, transparency, accountability, political awareness, and a strong commitment to public service.
- Ability to build and maintain effective relationships with staff, public officials, community partners, donors, professional colleagues, the media, and the public.
- Ability to communicate clearly and persuasively in writing, presentations, public meetings, media interactions, and one-on-one settings.
- Ability to foster a collaborative, inclusive, and high-performing organizational culture.

Qualifications

Minimum qualifications: a master's degree in library and information science from an ALA-accredited program, five years of experience in public libraries, and five years of experience in a supervisory or managerial role. The public library and supervisory/managerial experience may overlap; for example, a candidate who has five years of supervisory experience in a public library would meet both experience requirements.

Preferred qualifications: multi-location leadership experience, experience overseeing an organizational budget, administrative experience in a public library, experience working in a unionized environment, and experience reporting to a governing board.