

POUDRE RIVER PUBLIC LIBRARY DISTRICT

RESO. NO. 2016- _____

A RESOLUTION ESTABLISHING THE APPLICANT REQUIREMENTS, PROCESS AND PROCEDURES FOR THE RECRUITMENT OF AN EXECUTIVE DIRECTOR FOR THE POUDRE RIVER PUBLIC LIBRARY DISTRICT

WHEREAS, the Poudre River Public Library District (“**the District**”) was organized as a Library District pursuant to Section 24-90-101, *et. seq.*, C.R.S; and,

WHEREAS, the Board of Trustees is required to employ an Executive Director to serve as the Chief Executive Officer of the District; and,

WHEREAS, the previous Executive Director announced her retirement, effective May 5, 2016; and,

WHEREAS, the Board of Trustees wish to formally establish the process and procedures for the recruitment of the next Executive Director; and,

WHEREAS, the Board of Trustees recognize the need to establish job search goals, including a job description, deadlines for applications, requirements for applicants, selection procedures, and the time frame to select the new Executive Director pursuant to C.R.S. §.

NOW THEREFORE, The Board of Trustees of the District resolves that:

1. The Executive Director serves under the Board of Trustees, and as the chief executive officer and financial officer of the District, is responsible for all functions related to the operation of the library; and,
2. Essential duties and responsibilities for the Executive Director include:
 - Formulating and administering an annual budget to fund operations, maximize investments, and increase efficiency;
 - Appointing department heads or managers and assign or delegate responsibilities to them. Establishing departmental responsibilities and coordinate functions among departments and sites;
 - Developing and implementing staffing plans, staff development and expectations for staff performance that aligns with the Library’s mission, goals and objectives. Recognizing and rewarding outstanding performance as appropriate;
 - Evaluating the effectiveness of library services and conducting regular data-driven analyses of internal library operations for continuous improvement of programs and activities;

- Leading a districtwide planning process to establish the mission, goals and objectives of the District;
- Awareness of current library trends and best practices and investigating new programs that the library might adopt through active participation in professional organizations such as Colorado Association of Libraries (CAL), Urban Libraries Council (ULC) and the American Librarian Association (ALA);
- Overseeing human resources activities, including the approval of human resource plans or activities, the selection of managers or other high-level staff, and the establishment of or restructuring of departments;
- Engaging in community organizations and activities to learn the service needs of the public and to build public awareness of and support for the Library District. Providing frequent and on-going information to residents of the District regarding library services;
- Engaging the District in cooperative activities with other libraries and participating in activities of the state library and informal groups such as the Front Range Public Library Directors and Metro Directors;
- Strategic maintenance of the library leadership team and familiarity with outcomes measurement activities in the library/non-profit communities (e.g. logic models, collective impact, PLA Project Outcomes); and,

3. The deadline for applications for the Executive Director position is _____;
and,

4. Applicants for the Executive Director position must meet the following minimum qualifications and requirements:

- Masters in Library and Information Science from an ALA-accredited program and at least five years of progressively responsible experience in a senior administrative/management position or any combination of education and experience that demonstrates the ability to successfully perform the requirements of the position; and,
- Second masters in management science (e.g. MPA or MBA) and success in reporting to a policy-making board highly desirable.

5. The following process and procedures will be followed in the ongoing Executive Director search:

- A search committee of Trustees will be formed, and charged with drafting a vacancy announcement. At a minimum, the announcement will be posted at all

District libraries, on the library web site, and on national library job line websites;

- The search committee will select an executive director search firm to aid in the delivery of qualified candidates;
- The search committee will rate applications to determine qualified applicants;
- The qualified applicants will be referred to the Board of Trustees at a regularly scheduled meeting. The Board will consider the recommended applicants for interview to determine the finalist(s). The search committee will develop interview questions;
- Qualified applicants will be invited for interview to determine finalists;
- The finalists will be interviewed by the full Board at a special meeting;
- The list of finalists will be posted 14 days prior to making an offer of employment; and,

6. The Executive Director recruitment process is estimated for completion by

_____ .

ADOPTED THIS ____ DAY OF _____ 2016.

POUDRE RIVER PUBLIC LIBRARY DISTRICT

By: _____
President

ATTEST:

By: _____
Secretary