Central Administrator updated 03/10/2020

SUMMARY: The person in this position is responsible for planning, organizing, coordinating, and directing the operations and activities of the Wilderness Coast Public Libraries cooperative under the jurisdiction of the Wilderness Coast Public Libraries Governing Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Note: The listed duties are illustrative only and are not intended to describe each and every function, which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

• Develop and maintain positive relationships with member library directors in order to coordinate library operations.

• Develop and implement new and ongoing programs and services in consultation with member library directors.

• Prepare annual Cooperative grant application for State funding; assist member library directors with individual library grant funding applications.

• Supervise library cooperative staff; plan, assign and schedule work; hire employees; conduct performance reviews, recommend salary adjustments.

• Coordinate selection and curation of Wilderness Coast Overdrive Ebook collection in conjunction with member library directors.

• Participate in professional activities in order to maintain current knowledge of public library trends.

• Prepare and administer Cooperative budget; assist Accountant with preparing for required annual audit.

• Prepare documents for Governing Board meetings.

• Submit required accountability filings and reports to the Florida Local Government Financial Reporting System.

• Analyze statistical information and prepare reports.

• Will supervise an anticipated future move of the Administrative Office to Crawfordville upon the completion of a new Wakulla County Public Library facility.

• Other duties and responsibilities as required.

KNOWLEDGE, SKILLS AND ABILITIES (Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.)

• Knowledge of current trends in public library programming and services.

• Proficiency in the use of integrated library systems.

• Ability to effectively communicate orally and in writing.

• Ability to establish criteria, formulate projects and assess program effectiveness, including statistically sound interpretation of outcomes and data.

• Ability to set overall objectives and to determine deadlines.

• Ability to travel independently to all member locations as needed.

• Understanding of public library technology standards, policies, and trends.

EDUCATION and/or EXPERIENCE:

• M.S. in Library Science or Information Studies from an A.L.A.-accredited college or university.

• Minimum two (2) years full-time experience in public library work.

• Supervisory experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Florida Driver’s License.

Drug screening and background check.

PHYSICAL REQUIREMENTS: Physical requirements described are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

• Ability to sit or stand for extended periods of time.

• Ability to access, input, and retrieve information from a computer.

• Ability to lift objects weighing up to 30 lbs. without assistance.

WORK ENVIRONMENT: Work environment characteristics described are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Work is performed primarily indoors.

Work involves frequent interaction with people.