

BOT Special Session - July 1, 2014

Executive Director Vacancy

Interim Plan Cost/Saving Estimates

Interim Plan Option 1					
2014 Budget Year	Potential Costs		Potential Savings	Notes	
	Min	Max			
Interim Executive Director Appointment			\$ (12,746.31)	Max to Min through December 26, 2014 (\$27,617 Annually)	
Vacant Associate Director, Patron Services			\$ (28,310.40)	Wages through December 26, 2014	
Interim Increase in Admin Asst Hours (5-13 hours/week)	\$ 2,072.40	\$ 5,388.24			
<i>SubTotal Cost/Savings</i>	\$ 2,072.40	\$ 5,388.24	\$ (41,056.71)		
SubTotal Potential 2014 Savings	\$ (35,668.47)	\$ (38,984.31)			
2015 Budget Year					
	Potential Costs		Potential Savings		Notes
	Min	Max	Min	Max	
Hire of Permanent Executive Director			\$ (13,808.50)	\$ (27,617.00)	Max to Min/Mid Annually beginning January 1, 2015
Permanent Increase in Admin Asst Hours (5-13 hours/week)	\$ 4,581.20	\$ 11,911.12			Annual Increase in Wages
<i>SubTotal Cost/Savings</i>	\$ 4,581.20	\$ 11,911.12	\$ (13,808.50)	\$ (27,617.00)	
SubTotal Potential Ongoing Savings	\$ (1,897.38)	\$ (23,035.80)			
Total Potential Cost/Savings	\$ (37,565.85)	\$ (62,020.11)			
	Min	Max			

Interim Plan Option 2					
2014 Budget Year	Potential Cost		Potential Savings	Notes	
	Min	Max			
Interim Executive Director Appointment			\$ (12,746.31)	Max to Min through December 26, 2014	
Hire Temp HR Recruiter Position	\$ 14,371.20	\$ 14,371.20		Wages at Range 21 Minimum through December 26, 2014 (8/17/start date)	
Interim Vacancy of Associate Director, Patron Services			\$ (28,310.40)	Wages through December 26	
Interim Increase in Admin Asst Hours (5-13 hours/week)	\$ 2,072.40	\$ 5,388.24			
<i>SubTotal Cost/Savings</i>	\$ 16,443.60	\$ 19,759.44	\$ (41,056.71)		
SubTotal Potential 2014 Savings	\$ (21,297.27)	\$ (24,613.11)			
2015 Budget Year					
	Potential Cost		Potential Savings	Notes	
	Min	Max			
Permanent Appointment of Interim ED Appointment			\$ (27,617.00)	Max to Min Annually beginning January 1, 2015	
Hire Permanent HR Recruiter Position	\$ 41,516.80	\$ 41,516.80		Annual Wages at Range 21 Minimum beginning January 1, 2015	
Elimination of Associate Director, Patron Services			\$ (61,332.00)	Annual Salary of current incumbent	
Permanent Increase in Admin Asst Hour (5-13 hours/week)	\$ 4,581.20	\$ 11,911.12			
<i>Subtotal Cost/Savings</i>	\$ 46,098.00	\$ 53,427.92	\$ (88,949.00)		
SubTotal Potential Ongoing Savings	\$ (35,521.08)	\$ (42,851.00)			
Total Potential Savings	\$ (56,818.35)	\$ (67,464.11)			
	Min	Max			



EXECUTIVE DIRECTOR

Department: GRRL Administration/GRRL

Class Code: 2775

Reports To: GRRL Board of Trustees

Pay Grade: 37

FLSA Status: Exempt

Date Approved: 09/27/2005

Date of Last Revision: 11/19/2013, 7/1/2014

Under general direction of the Great River Regional Library Board of Trustees, the position of Executive Director plans, organizes, directs, evaluates and reviews the library's resources, services and programs. The Executive Director also interprets library resources, services and programs to the regional library board, governmental authorities and citizens.

PRIMARY DUTIES AND RESPONSIBILITIES

THE FOLLOWING ARE THE REGULAR DUTIES FOR THIS POSITION. THESE DUTIES ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

- Serves the library in a leadership capacity to move the region's services forward, anticipates future needs, as well as to respond to current trends.
- Plans, organizes and directs and delegates all activities concerned with the administration and operation of the regional library system.
 - Provides direction and coaching to direct reports in the effective operation of major library service areas including Accounting, Collection Development, Human Resources, Information Technology, Patron Services and Public Relations.
 - Makes policy and budget recommendations to the regional library board and serves as a non-voting executive officer at all board and committee meetings. Reports to the board on library needs and operation on a regular basis.
 - Provides the board with an appropriate strategic planning process and implements an ongoing process of reviewing the development of library services and programs in response to changing needs or conditions.
 - ~~Develops~~ Oversees system wide policies and procedures for library operations.
 - Administers expenditure of all regionally held funds committed for library services and operations. ~~Develops, prepares~~ Oversees and presents the annual budget proposal for board authorization. Provides periodic budget status reports and enforces provisions of the adopted budget.
 - Exercises and/or delegates final authority for all recruitment, hiring and dismissal actions for library staff.
- Engages state, county, city, community, school and other educational stakeholders throughout the region and beyond to understand and enhance library services including exploring the opportunity to integrate library services and align them with community priorities. Continuous cultivation of strong and positive relationships with these key stakeholders.

- Represents the library in state and national professional associations and at conferences. Stays informed on new developments affecting library operations, services and programs and assesses advisability and feasibility of implementation strategies.
- Oversees advice to local boards and governmental authorities on a variety of library issues including local library board operations, building improvements, site selection, ~~programming, services~~, etc. Oversees the release of information regarding status of pending local, state and federal legislation affecting library operations. Represents the library concerning governmental regulations and funding at local, state and federal levels.
- Insures GRRL's interests are represented with the State of Minnesota by participating in various meetings such as those conducted by State Library Services & School Technology, the Council of Regional Public Library System Administrators, Central Minnesota Libraries Exchange and other appropriate local, county, state and federal agencies.
- Other essential duties include but are not limited to the following:
 - Conducts staff meetings communicating the library's vision, mission, philosophy, goals and objectives to library staff. Ensures that these goals are executed by staff.
 - ~~Supervises-Oversees~~ preparation and distribution of statistical reports outlining library services and operations. Interprets and analyzes those reports and uses that analysis to develop goals and objectives for Board consideration.
 - Provides needed reports, planning documents, program applications and other documentation to board members and state and federal program officials.
 - Represents GRRL to ~~the media~~its stakeholders.
 - Maintains awareness of ~~and pursues~~ grant opportunities and other innovative sources of income.
 - ~~People management system(s) oversight~~
- ~~Attends GRRL staff meetings and takes part in continuing education and training opportunities- Participates in professional meetings, workshops and related continuing education activities~~ to represent GRRL and to keep current on changing trends in the field of library science.

MINIMUM QUALIFICATIONS

Education and Experience:

Master's degree in Library Science from an American Library Association accredited college or university.

AND

At least eight years of public library experience including significant administrative responsibility. Experience working with a board of trustees.

Required Skills and Abilities:

- Demonstrated leadership exemplified by willingness and ability:
 - to model and reinforce integrity, ethics and excellence in work performance
 - to develop and sustain work relationships characterized by respect, dignity and trust
 - to provide enthusiastic and positive leadership
 - to support policies and work practices that engender successful collaboration
 - to manage by objectives and outcomes
 - to mentor and coach in a manner that contributes to staff development
 - to lead and follow through on initiatives based on the achievement of the organization's annual and long-term goals
 - to develop and implement creative solutions to regional challenges
 - to maintain a commitment to personal and professional development

- Demonstrated administrative skills sufficient to manage the operation of a 32-branch library system.
- Ability to lead administrative staff in long and short range planning to assist GRRL in fulfilling its stated mission. Knowledge of management techniques to plan and coordinate the work of approximately 280 employees to provide high quality library services.
- Financial planning and management skills necessary to oversee the creation, development and management of a large and complex annual operating budget.
- Ability to create with the library board a philosophy supporting regional library services and interpersonal skills sufficient to effectively relate this to the general public, staff, and legislative and governmental bodies.
- Ability to develop and write policies and procedures and secure board support to implement them.
- Comprehensive knowledge of professional library principles, methods, techniques, materials and procedures.
- Comprehensive knowledge of automation, telecommunication and library technologies.
- Ability to travel frequently with overnight stays. Minnesota driver's license required.
- Comprehensive knowledge of laws and regulations relating to library operations.
- Ability to read, write, give, follow and comprehend verbal and written instructions.
- Effective oral and written communication skills to communicate productively with staff and library users.

Must reside within the six-county region within 6-months of hire.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACCEPTANCE STATEMENT

I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Executive Director at GRRL. If employed, I certify that I can and will perform the primary duties and responsibilities of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

Acknowledgement of Review

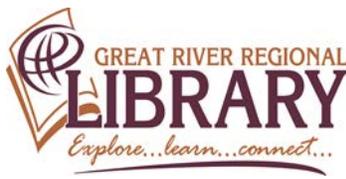
I acknowledge that I have read the information presented above and I understand the expectations set forth hereto.

Employee Signature

Date

GRRL Supervisor Signature

Date



REGIONAL RECRUITER

Department: Human Resources
Reports To: Associate Director, HR

Class Code:
Pay Grade:
FLSA Status:

Date Approved: 07/01/2014
Date of Last Revision:

Under general direction, the Regional Recruiter exists to lead the full-cycle recruitment process to include sourcing, interviewing, testing and recommending applicants for hire.

PRIMARY DUTIES AND RESPONSIBILITIES

THE FOLLOWING ARE THE REGULAR DUTIES FOR THIS POSITION. THESE DUTIES ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

- Participates as an effective member of the Human Resources team. Specializes in managing the full-cycle recruitment process.
- Under direction of the Associate Director of Human Resources,
 - Assists in the development and implementation of strategic initiatives for recruiting and retaining top talent in a multi-site organization.
 - Works to identify and meet the various staffing needs across all levels throughout the region.
 - Participates in interviewing candidates for all positions, assists managers/supervisors in hiring and makes hiring recommendations to an Associate Director or the Executive Director as appropriate.
 - Works with hiring managers/supervisors and interview teams to ensure job requirements and expectations are clearly understood and candidates are assessed against appropriate criteria.
 - Works closely with HR staff and hiring managers/supervisors to maximize the effectiveness of the recruiting process.
 - Conducts regular follow-up with hiring managers/supervisors and applicants to ensure timeliness of the recruitment process.
 - Actively participates in all staffing related activities and engage in cross functional projects.
 - Oversees all clerical aspects of the recruitment process to include posting open positions, rating applicants, identifying applicants for interview and scheduling interviews.
 - Performs day one (1) orientation for all new employees. Participates in the preparation of the bi-annual organizational orientation sessions and annual All Staff Day.
 - Works with managers/supervisors to complete an annual review of all position descriptions and physical demands analysis. Proposes revisions to the Associate Director

of HR for recommendation to the GRRL Personnel Committee and final approval by the GRRL Board of Trustees.

- Participates in professional meetings, workshops and related continuing education activities to represent GRRL and to keep current on changing trends in areas related to job tasks. Attends GRRL staff meetings and takes part in continuing education and training opportunities.
- Participates in various committees as requested to facilitate inter-department communication and to discuss issues related to all aspects of the operation of GRRL.
- Organizes department events and meetings.
- Maintains records and databases.
- Assists in the coordination of Human Resource projects and activities.
- Develops relationships to assist in library advocacy.

MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from a recognized college or university in a Bachelor's program with an emphasis in human resources, business, or related field or equivalent.

AND

Two years of professional experience directly related to talent acquisition and recruitment.

Required Skills and Abilities:

The requirements listed below are representative of the qualities, knowledge, skill, and/or ability required to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to balance the multiple tasks associated with the provision of administrative support services and the skill to react quickly and effectively to ongoing projects or situations.
- Ability to perform and use the following proficiently and accurately - data entry, word processing, spreadsheets, database and other software applications, e-mail and Internet to produce records, forms, reports and other documents as needed.
- Ability to pay attention to detail, completeness, accuracy and compliance with established policies and procedures to satisfactorily perform all duties.
- Ability to utilize knowledge of standard Human Resources and administrative assistant methods, office terminology and procedures and records maintenance skills.
- Ability to successfully manage multiple competing priorities and projects. Demonstrated organizational skills are essential.
- Ability to demonstrate excellent verbal and written communication and presentation skills. Must be an enthusiastic team player with good interpersonal skills.
- Ability to travel as needed to library sites to interview applicants for open positions. Possession of a valid Minnesota's driver's license and the ability to ensure safe operation of library vehicles.
- Ability to operate a variety of office and library equipment including computer and printer, software programs, calculator, photocopier and fax machines.
- Must be able to read, write, give, follow and comprehend verbal and written instructions.
- Must have effective oral and written communication skills to communicate productively with staff and library users.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACCEPTANCE STATEMENT

I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Regional Recruiter at GRRL. If employed, I certify that I can and will perform the primary duties and responsibilities of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

Acknowledgement of Review

I acknowledge that I have read the information presented above and I understand the expectations set forth hereto.

Employee Signature

Date

GRRL Supervisor Signature

Date