

Boundary County Free Library District's (BCFLD) Board of Trustees is seeking an experienced, innovative individual with significant experience as an educator and manager in the public/administrative sector to serve as the director of the BCFLD. The successful applicant will have demonstrated, professional educational experience working with either youth or adults.

The director:

- Serves as the chief executive and administrative officer of the Boundary County Free Library District on behalf of the district's governing Board of Trustees.
- Works under the review and direction of the Board of Trustees.

The director's responsibilities include, but are not limited to:

- Serving as the district's treasurer and chief financial officer.
- Overseeing general library operations.
- Hiring and supervising staff.
- Administering the district's goals and objectives, policies and budget within the framework of the law.
- Implements Board of Trustees decisions and effectively interpreting them to staff and the public.
- Maintains excellent customer service standards.
- Conducts fundraising and grant writing.
- Facilitates strategic planning.
- Acts as a community liaison for the Board of Trustees and staff.

Essential requirements as determined by the Board of Trustees include, but are not limited to:

- Minimum Educational Requirement – Bachelor's Degree
- Must meet all qualifying requirements for background checks and bonding as set by the district's insuring agency and Board of Trustees.
- Superior leadership and interpersonal skills.
- Strong communication skills both verbal and written.
- Recognized ability to work well with diverse constituencies.
- Evidence of innovative programming.
- Significant understanding of emerging technologies and experience with their practical applications.
- Fundraising and grant writing skills.
- Extensive experience working collaboratively and strong team building skills.
- Preference will be given to qualified applicants who have a knowledge of the Bonners Ferry and Boundary County communities.

This is a full-time, salaried position with PERSI benefits and paid vacation. The salary is \$40,000.00 annually, or more, depending on experience and qualifications.

The position includes a part-time paid training and orientation period that will last from 07/01/16 through 09/30/16. The training period hours will be less than 80 hours per month during the months of July and August, but will then increase to full time on 09/01/16. The training wage will be at a reduced rate, the specifics to be discussed and determined by the Board of Trustees. The successful applicant will move into the director role on 10/01/16.

Interested applicants must submit a letter of interest, a resume that lists verifiable experience as required, and 3 or more letters of reference in person, by mail, email, or fax to the Idaho Department of Labor in Bonners Ferry prior to 5:00 p.m.(pst) on Monday 02/08/16. Applicants are instructed to not contact the library directly.