Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employee's knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and job assignments. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title:	Library Director	**Job Code: 02110**	
Department:	Library	**Pay Grade: Stnd 45**	
Reports to:	Library Board of Trustees	**FLSA Status:** ☒ **Non-Exempt**	☐ **Exempt**

Department Overview: Flathead County Library is a department of Flathead County with locations in Kalispell, Columbia Falls and Bigfork. Flathead County Library is a participatory library that designs hands-on learning experiences for people of all ages. With a focus on outreach and community connection, our library locations deliver many services outside of library buildings.

Job Summary: Under the direct supervision of the Library Board of Trustees, the Director of Flathead County Library leads the organization, collaboratively developing and implementing the Library's strategic vision and plan, and ensuring fulfillment of the Library's mission and future success. The Library Director works with a high degree of independence and partners with the Library Board of Trustees, fostering board development and problem solving while keeping the board informed of internal conditions and external developments. The Director creates and promotes a culture that reflects the community, encourages good performance, and rewards creativity, innovation and productivity.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Collaborates wit the Library Leadership Team and Board of Trustees to strategically define, communicate and implement the Library's strategic vision.
- Is a supportive contributor and team player in local communities through relationships with County and City officials, Library Friends and Foundation, and other agencies and organizations.
- Maintains library funded memberships in professional organizations with board approval.
- Serves on professional organization committees and task forces where doing so advances the interests of the library or the profession.
- Serves as a dynamic and articulate spokesperson for the Library to the media and the community.
- Coordinates with the budget committee of the library board to develop and then manage the annual budget and CIP, in addition to providing responsible stewardship.
- Plans, organizes and directs all aspects of library service.
- Serves as the final authority on all personnel and operational matters, with Board oversight.

- Creates vital, ongoing community partnerships.
- Represents Flathead County Library locally, statewide, and on the national stage, showcasing innovative and successful programs and services.
- In collaboration with the Library Board, works with the State Library and State Legislature regarding library initiatives, legislation and funding for libraries.
- Promotes library services through conversations with individuals or presentations to local organizations and community groups.
- Ensures safe conditions for the staff, public and facility operations.

Non-Essential Functions:

- Performs other duties as required. The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment of the position.

Physical Demands and Working Conditions:

The work requires physical exertion such as bending, walking, and lifting boxes up to 40 lbs. The employee may be required to provide outreach in a variety of settings, which may require climbing of stairs and driving a motor vehicle for transportation. Evening and weekend shifts are required.

Supervision Exercised:

This position oversees the recruitment, hiring, professional development, advancement, retention and discharge of all Library personnel, with Board oversight.

Knowledge, Skills, and Abilities:

- Demonstrates proficiency in strategic planning, policy development and execution.
- Excellent understanding of project management principles.
- Working knowledge of information systems, research, marketing and library operations and functions.
- Solid working knowledge of, and experience in, board relations and board development.
- Excellent communication, public relations and interpersonal skills. Relationship development. Organizational advocacy and collaboration skills are essential.
- Excellent presentation skills.
- Demonstrated understanding and success with multi-organizational strategic alliances.
- Ability to establish and maintain an organizational culture that fosters healthy communication, collaboration, innovation and respect.
- Ability to work in a team environment and to deal with simultaneous, multiple projects and responsibilities.
- Ability to build effective and lasting relationships with Library Board, Staff, Friends of the Library, Foundation, County Commissioners, elected officials and other related agencies and community groups.
- Ability to successfully manage change and transitions.
- Ability to obtain and maintain a valid Montana driver's license with a safe driving record and operate a motor vehicle under all weather conditions.

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Education and Experience:
Typically, a person in this position has a Master's of Library Science degree and five years of progressively responsible experience managing or leading as an Executive or Director in complex organizations, or any combination of education and experience which indicates possession of the knowledge, skills and abilities listed. Experience with capital campaigns, facility construction, and the planning, prioritization, and coordination of building projects is preferred.

Revised 10/23/26 Library Board Minutes

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