



Jefferson County Public
Library is seeking an
outstanding leader as
its next

Executive Director



JEFFERSON COUNTY
PUBLIC LIBRARY

DISCOVER THE POSSIBILITIES

Jefferson County • Colorado

Jefferson County

... a Great Place to Work, Live and Play

Spanning 774-square-miles of rugged mountains and bustling plains, Jefferson County, with a population of approximately 540,000, is the second-largest county in Colorado. Many communities are located wholly or partially in the county, including Arvada, Bow Mar, Conifer, Edgewater, Evergreen, Golden, Lakeside, Lakewood, Littleton, Morrison, Mountain View, Westminster and Wheat Ridge. With so many options, our residents can choose the convenience of suburban living or the serenity of the mountains. Home to unique shops, Fortune 500 companies and everything in between, Jefferson County is attracting employees to companies which have high paying jobs and many families are relocating to the area.

Jefferson County is ideally situated between the urban excitement of downtown Denver and the peaceful solitude of the neighboring mountains, though you don't need to leave the county to find things to do. Red Rocks Park and Amphitheatre located in Morrison is one of the top attractions in the state for both music lovers and recreation enthusiasts. Additionally, The Arvada Center for Arts & Humanities, Lakewood Cultural Center and the Belmar Center provide many arts and cultural opportunities. Visitors and residents also can enjoy a multitude of shopping and dining choices.

Averaging more than 250 days of sunshine each year, outdoor enthusiasts have little trouble finding the perfect day to visit nationally recognized open space areas, as well as three national forests and two state parks. Located partly in Jefferson County are Pike, Roosevelt and Arapaho National Forests, and Golden Gate Canyon State Park and the Chatfield State Recreation Area.

Whatever your favorite pursuit — Jefferson County has what you're looking for.



Demographics

Jefferson County is home to an increasingly diverse population of long-time residents and recent arrivals. The 2000 Census tells us that 10 percent of county residents are of Hispanic origin. The 2012 forecast projects that this number will grow to 13.2 percent. Two percent of residents are of Asian descent and less than one percent is African-American and Native American. Nine percent speak a language other than English at home.

Jefferson County Public Library

Formed in 1952 to consolidate 11 small community-sponsored libraries — most no larger than an average living room — Jefferson County Public Library is now the second largest library system in Colorado and in the Rocky Mountain region. Through its 10 locations, Bookmobile and online library, Jefferson County Public Library provides a wide variety of information and resources for area residents. Our locations and Bookmobile share a diverse collection of 1.2 million books, periodicals, CDs and DVDs, as well as computer and Internet resources.

Jefferson County Public Library continues to grow in popularity with use of our services doubling in nearly every area since 2000. To maintain our high standard of service during a time of ever-growing demand, Jefferson County Public Library recently initiated several enhancements, including radio frequency identification (RFID), self-checkout and holds pickup. Continuing its investment in new technology, downloadable audio books and music were recently added, and in 2008, a new telephone system and a centralized Call Center were also added.



Perhaps the Library's greatest impact on the community is achieved through its programs and outreach. Library leadership promotes a strong community presence, culminating in partnerships with local governments, schools and major cultural attractions, such as the Denver Museum of Nature & Science. These partnerships have allowed the Library to successfully adapt to residents' ever changing expectations for library service.

Many of Jefferson County Public Library's outreach efforts focus on children's literacy. Such strong support for the advancement of children's literacy is driven by the Library Board of Trustees' commitment to the emotional and developmental needs of children. This is evident by the continued financial support of children's programming, storytimes, collections and outreach efforts. Financial support for many of the Library's children's literacy programs, including the Traveling Children's Library, Knott's Kids and the Summer Reading Club, comes from the Jefferson County Library Foundation.

Of equal importance to the Trustees is their support of life-long learning for residents of Jefferson County, with the goal of empowering each individual to be a contributing and active citizen.

Management of Jefferson County Public Library is dictated by a state-of-the-art governance structure. Using the John Carver Policy Governance model, the Library has achieved systematic accountability, as well as clarity of the roles and authority of the Board and the executive director.

Jefferson County Public Library also operates under a system and culture of collegial governance and participatory management, giving staff the opportunity to have an active role in the direction of the Library's programs and services. Further strengthening this culture is an open-door philosophy that encourages interaction of management, staff and colleagues.

Strong and open leadership is extremely important right now as the Library enters a time of change. The Trustees are currently pursuing formation of a separate library district, and the Library is in the midst of a strategic planning process that will guide the future direction of library service.

Library Snapshot 2007

Facilities:	10 locations, a Bookmobile and an online library
Area served:	Jefferson County, Colo., 774 square miles
Population:	540,000
Library cardholders:	269,915
Collection:	More than 1.2 million books, CDs, DVDs, audio books and periodicals
Checkouts:	More than 5.7 million, a 9 percent increase over 2006
Resource sharing and loans:	97,621 items loaned to patrons of other libraries, a 21 percent increase over 2006; 84,011 items borrowed from other libraries; a 2 percent increase over 2006
Visitors:	More than 2.6 million
Online Library page views:	More than 3 million, a 4.5 percent increase over 2006
Summer Reading Club participants:	More than 24,000 children, teens and adults
Classes and programs:	More than 118,000 people attended 5,481 free classes and programs
Staff:	209 FTE's and 326 hourly
Budget:	\$28.9 million, including operating and capital expenses
Mill levy:	Funding at 3.5 mills since 1986; adjusted to 3.425 mills for 2007 to comply with Taxpayers' Bill of Rights (TABOR) requirements



The Position

Reporting to a seven-member Library Board of Trustees, the **Executive Director** leads the Library providing overall direction and guidance. Working with the Senior Management Team, the Executive Director:

Essential Functions

- Develops and communicates a shared vision of future library service.
- Oversees the Library's programs of service, administration and operations.
- Directs and monitors the fiscal operations of the Library.
- Leads and directs the transition to a library district.
- Develops and executes strategies and programs to sustain a positive library image.
- Promotes positive working relationships between the Library and the community.
- Oversees the Library's human resources and personnel administration practices for 560 staff.
- Directs the Library's growth and program expansions.
- Directs the Library's funding initiatives and campaigns.
- Establishes and maintains effective working relationships with staff, the community, local and state leaders, and governmental agencies.
- Oversees facility and technological improvements.
- Promotes the Library through participation in state and national library organizations.

Knowledge, Skills and Abilities

- Thorough knowledge of the theories, concepts, principles and practices of modern library management.
- Working Knowledge of Policy Governance principles and concepts.
- Considerable knowledge of the current literature, technologies, trends, and developments in the field of library science and administration.
- Considerable knowledge of the principles of supervision, organization and administration.
- Ability to maintain an effective working relationship with members of the Library Board of Trustees.
- Ability to plan, organize and administer a public library system.
- Ability to effectively express ideas orally and in writing.
- Ability to develop strategic initiatives and set the course of action to implement said initiatives.
- Ability to negotiate and resolve issues.
- Ability to foster a team environment.
- Ability to manage and mentor others.



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The Ideal Candidate

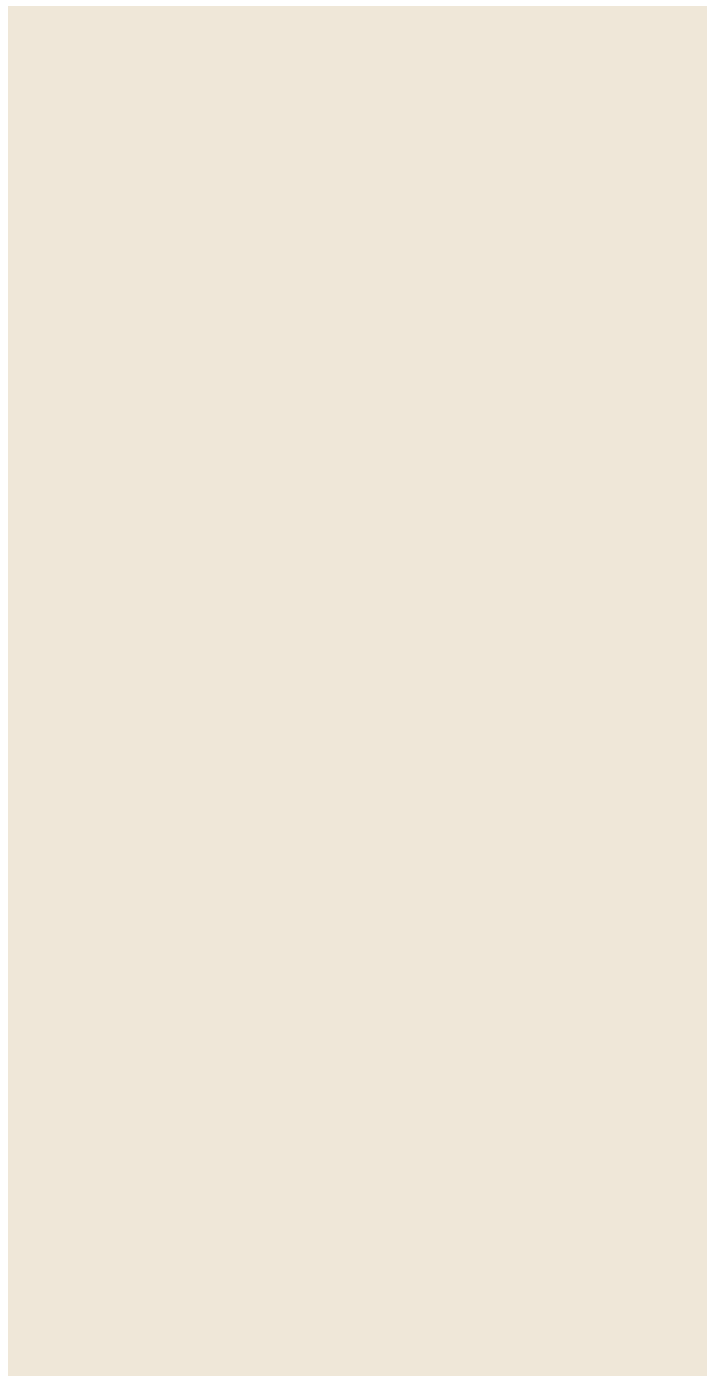
- Exhibits a commitment to Jefferson County Public Library's mission and values.
- Exhibits the ability to foster community partnerships.
- Exhibits and inspires visionary leadership to facilitate library goals and objectives.
- Possesses collaborative leadership skills and talents.
- Possesses ethical standards in dealing with both staff and community groups and in decision making and management.

Education and Experience

- Master's Degree in Library/Information Science.
- At least 10 years of progressively responsible experience leading a multi-location system with a minimum of six years at the administrative level.

Compensation and Benefits

- Salary is negotiable from \$120,000.
- Retirement benefits offered by the Colorado County Officials and Employees Retirement Association.
- Optional 457 Deferred Compensation retirement savings plan.
- Health and Dental Insurance for the employee and eligible family members.
- Leave package including vacation, personal, holiday and sick leave.
- Insurances; life, short and long-term disability and accidental death.
- Employee Assistance Program.
- Professional development opportunities.
- Car allowance.



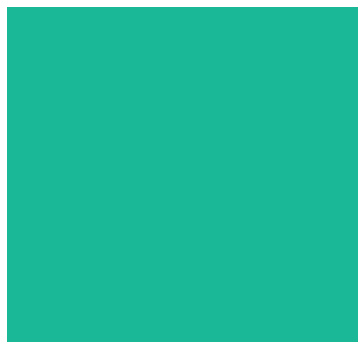
How to Apply

To be considered for this exceptional opportunity, please submit a cover letter, resume and contact information for three work-related references by April 9 to:

June Garcia
Dubberly Garcia Associates, Inc.
1195 South Harrison Street
Denver, CO 80210

Applications received by April 9 will receive first consideration. This position is open until filled.

Inquiries are welcome. Please contact June Garcia at 303-522-2225 or jgarcia@dubberlygarcia.com.





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10200 W. 20th Avenue
Lakewood, CO 80215

303-235-JCPL (5257)

<http://jefferson.lib.co.us>