Sonoma County Library Commissioner Job Description

Summary
Provides governance for the Sonoma County Library; lends expertise and experience to the organization; establishes policy; sets goals and objectives; hires and evaluates the director; establishes and monitors the annual budget; exercises such other powers, consistent with the law to foster the effective use and management of the library.

Responsibilities
- Hires, sets salary, evaluates and supervises a qualified Library Director to implement commission decisions and directions and to carry out day-to-day operation of the library and its programs and services
- Determines and adopts written policies to govern the operation and services of the library
- Works with the director to establish short and long range goals for the library
- Attends all regular and special meetings of the Commission and participates in subcommittees as necessary
- Attends appropriate library functions including Library Advisory Board meetings, fundraisers, special events and other activities
- Sets an annual budget and approves expenditure of funds; monitors budget and expenses throughout the year
- Represents the interests and needs of the community; advocates for the countywide library system
- Reports activities to local officials, acts as liaison to inform the public of library services and needs
- Sets parameters and authority level for library management’s labor negotiations with the Union; adopts MOU contract; serves as the employer to library staff
- Has an interest in library issues, laws, and trends, and their implications for library use
- Is familiar with the Joint Powers Agreement governing the Library; understands the Brown Act and public meeting requirements

Qualifications
- Interested in the library and its services, understands and subscribes to SCL mission and values
- Has the willingness and ability to devote time and energy to the role
- Is able to represent varied needs and interests of the community and of the library
Has strong interpersonal, listening, and communication skills
Knows how to build partnerships with governing bodies, agencies, elected officials, library staff and members of the public
Has the ability to handle opposition and make decisions in the interest of library service
Demonstrates common sense and sound judgment
Can work with diverse groups and ideas in a constructive way
Understands effective decision making processes; can be decisive and comfortable with large-scale decisions
Values collaboration; works to build consensus

Desired Experience

- Familiarity with the Sonoma County Library
- Experience working in diverse communities, education, literacy, information technology, finance, human resources, fundraising, public relations, or other relevant field

Time Commitment

- The Commission meets monthly at a time convenient for members. (Currently, meetings are held the first Monday of each month at 6 pm). Meetings can last up to four hours, and considerable preparation time is typical prior to each meeting.
- It has been common practice for the Commission to devote 1-2 half-day workshop meetings to budget planning.
- Commissioners may serve on one or more subcommittees or ad hoc task forces in addition to their regular duties.
- Commissioners are expected to attend Library Advisory Board (LAB) meetings of the community they represent and be in communication with LAB chairs and branch managers.
- Under terms of the Joint Powers Agreement, trustees shall hold their office for four years from the date of appointment and until their successors are appointed.
- Special meetings or committee meetings may be called as necessary at times that are convenient to members and that comply with the open public meeting law.