

## **Sonoma County Library Commissioner Job Description**

### **Summary**

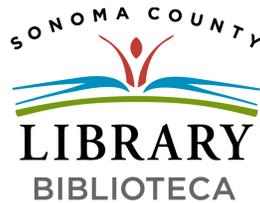
Provides governance for the Sonoma County Library; lends expertise and experience to the organization; establishes policy; sets goals and objectives; hires and evaluates the director; establishes and monitors the annual budget; exercises such other powers, consistent with the law to foster the effective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