



TETON COUNTY  
**LIBRARY**

TETON COUNTY INVITES YOUR  
INTEREST FOR THE POSITION OF  
**LIBRARY DIRECTOR**



**TETON COUNTY LIBRARY**

## TETON COUNTY LIBRARY



## THE COMMUNITY

**T**eton County is a year-round resort community, located in the northwestern corner of Wyoming. It serves as a southern gateway to Grand Teton and Yellowstone National Parks and is home to three world class ski resorts. Approximately 97% of the land within the county's borders is held in public ownership – National Park, National Elk Refuge and National Forest.

**A**s a community, Teton County is characterized by its commitment to outdoor adventure, education and philanthropy, demonstrated by abundant arts, recreational and cultural offerings for residents and visitors alike. In the summers, we host more than three million visitors from around the world. Despite this influx, Jackson Hole proudly maintains its western heritage and hospitality.

**A**s a resort community with a tourism-based economy, living in Teton County costs about 52% more than in the rest of the state with much of the higher cost coming from housing. In addition, this means county departments, like the library, serve an economically diverse demographic, from second homeowners to low-wage service employees.

## THE LIBRARY

**T**eton County Library serves more than 600,000 in-person and virtual visitors last year. Over 360,000 items were checked out to over 16,000 active card holders.

**T**he library boasts a staff of skilled librarians and para-professionals; core, popular, and special collections; a range of robust and growing digital resources; and a host of dynamic, community-focused programs. The library functions as a key community center, a place to dream and to do.

**T**he main library, in Jackson, is 35,000 square feet and includes public meeting spaces, study rooms, and two auditoriums with state-of-the-art technology. The library also has a 2,500 square foot branch in Alta, Wyoming, accessed across the Idaho state boarder. The annual operating budget is \$3.9 million. Full and part-time staff total 35 FTE's.



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## LIBRARY STRATEGIES

**I**n 2017, the Library established a five-year strategic plan with five goals which frame the libraries priorities and guide decisions related to collections, services, and programs.

1. Cultivate and sustain a responsive culture of service.
2. Create and maintain a variety of opportunities to improve all types of literacy for 21st century learning.
3. Ensure effective use of library resources by making our most in-demand items more accessible.
4. Ensure library programs are relevant, innovative, and add value to the community.
5. Ensure a strong library organization.

**T**he new Director must also nurture the Library's thriving public-private partnership, working closely with the Teton County Library Foundation and the Teton County Library Friends to advance Library initiatives and to create the most community impact possible. The Library Foundation is a supporting organization that raises and manages funds to enrich and enhance the library. The Library Friends is a separate supporting organization that provides volunteer service to strengthen the Library.

## THE POSITION

**T**he Library Board seeks a dynamic, visionary leader with proven management skills to serve as executive and financial officer of Teton County Library. Under general direction of the Library Board, the Library Director performs professional and administrative duties in the planning, development, implementation and direction of public library services for Teton County.

**T**he Director will be committed to maintaining and improving the existing high level of customer service, community engagement and program services as well as integrating the Library's vision, goals and staff development needs with its operations strategy to ensure the Library remains a vibrant community center.





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## Position Requirements

The Director must exercise a high degree of judgment and discretion along with political and business acumen.

To be considered, candidates must have:

- Master's Degree in Library Science
- Six years' executive experience in institutional library leadership
- Four of which includes supervisory and program management experience
- Two years' experience working with organizational boards preferred

Successful candidate will also be knowledgeable about current and emerging trends and best practices in library services and embrace rapid technology changes occurring in today's public libraries.



## QUALITIES OF THE IDEAL LIBRARY DIRECTOR CANDIDATE

### Leadership & Managerial Strengths

- Attract, retain, motivate, coach and develop team members for high performance
- Foster a collaborative work environment that builds cooperation and trust
- Approachable, diplomatic, empathetic and respectful
- Recognize differences of opinion, bring them out into the open for discussion, and look for win-win solutions

### Visionary & Strategic Thinker

- Exhibit creativity and innovation when contributing to organizational objectives
- Provide exceptional service delivery in the variable landscape of community needs, new technologies and fiscal resources
- Value an organizational culture that is dedicated to continuous improvement and utilizes tools to measure progress

### Skilled Communicator

- Active listener with preference for open, transparent communications
- Communicate expectations clearly, logically and empathetically
- Develop partnerships and builds alliances

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## Business Acumen

- Collaborate across internal and external agency boundaries to meet common objectives
- Understand the relationship between public-private funding and resources to the strategic intent
- Develop and maintain internal controls in budget oversight, forecast or project budget requirements
- Develop and utilize business metrics to evaluate organizational performance

## Team Builder & Community Partner

- Motivate and inspire others to successfully manage organizational and cultural changes
- Recognize and value staff for their achievements
- Active community presence, serving as the "public face" of the Library
- Model key "soft skills" in interpersonal relationships, demonstrating self-awareness, empathy, appreciation and a service orientation



## COMPENSATION & BENEFITS

**Hiring Range: \$90,384-\$102,261**

Compensation level is determined by qualifications and experience. Relocation package is negotiable.

Teton County offers a comprehensive benefits package designed to meet the needs of all our employees:

- 100% Employer Paid Medical, Dental, and Vision Insurance Premiums
- Defined Wyoming Pension Benefit Plan
- Long-term Disability Coverage
- Employee and Dependent Life Insurance
- Section 125 Flexible Spending Plan for Dependent Child Care
- Paid Vacation & Sick Leave
- Ten Paid Holidays



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## HOW TO APPLY

- A.** Qualified individuals must submit, in PDF format, a cover letter, resume and application form, including at least five professional references with phone and email address, as well as an explanation of your working relationship with each.
- B.** Your submission should also include a separate supplement with responses to the following three questions. Responses should be as complete and specific as possible.
1. Describe your experience in public library management and administration. Include information such as operating and capital budgets, stakeholder relationships, and staff development and performance measurement tools applied. Describe your experiences developing and leading progress toward achieving short and long range plans.
  2. What challenges face smaller community libraries and how do they differ from larger libraries? How does being located in a resort community impact those challenges?
  3. The role public libraries play in communities is changing. Where do you see the future of public libraries in the next five years? What role will technology play? Provide us with examples of innovative solutions you have implemented in your current position.

*Each response shall be limited to 500 words or fewer.*

## FINAL FILING DEADLINE

**October 26, 2018  
4 p.m. MST**

All requested materials should be emailed or mailed to:

Julianne Fries  
Human Resources Director  
Teton County  
P.O. Box 3594  
Jackson, WY 83001  
jfries@tetoncountywy.gov

The application materials and position description are available at [www.tetoncountywy.gov/jobs](http://www.tetoncountywy.gov/jobs)

Prior to the deadline, questions about the application process should be directed to Julianne Fries at 307-732-5773 or at the email address above.

Please do not contact the County or Library staff or Library Board members regarding your status during the hiring process. All candidates will receive notification of their status as the recruitment continues.

