CHARLESTON COUNTY, SOUTH CAROLINA
PUBLIC LIBRARY
invites your interest in the position of
EXECUTIVE DIRECTOR
This is an outstanding opportunity to provide leadership, management, direction and vision to the maintenance and development of high quality library services to the 332,000 citizens of Charleston County. The Executive Director will administer the County library system which consists of sixteen (16) locations and bookmobile services. Under the direct supervision of the Library Board of Trustees, the Executive Director plans and directs all phases of library operations for Charleston County.

ABOUT THE CANDIDATE

The Charleston County Public Library (CCPL) Board of Trustees is seeking an Executive Director to bring a high degree of originality and excellent cognitive skills to the maintenance of superior service programs as well as to the development of new programs and services, policies and procedures and to the development and application of new information technologies and services.

The preferred individual will administer the professional, financial, personnel and business activities of the CCPL.

The successful individual will also possess as a minimum a Master of Library Science degree from an American Library Association accredited university in Library and Information Science. The successful individual will also possess a minimum of ten (10) or more years of progressively responsible professional administrative experience and ten (10) years experience in a multi-branch operation serving an urban environment. It is preferred that the successful individual also have five (5) years as a Library Director in a library system similar or comparable to the CCPL.

Also required are the following skills and traits:

- the ability to work closely with the Library Board of Trustees;
- excellent leadership skills and knowledge of the newest library trends;
- demonstrated skills in lobbying, public relations, negotiation, fundraising, consultation, team building and consensus development;
- excellent interpersonal skills, including the ability to delegate and accept information from all levels of staff and the public;
- demonstrated commitment to public libraries including knowledge of best practices of librarianship and familiarity with emerging technologies;
- experience in budget planning and administration;
- the ability to raise funds for, and visibility of, the library;
- a demonstrated ability for passionate leadership and visionary management;
- outstanding informational analysis and problem solving abilities in decision-making;
- skills in building relationships with the stakeholders throughout the community;
- enthusiasm and dedication to spreading the vision of the library system;
- the ability to gather information on the culture, lifestyles, concerns and condition of the community to determine library services;
- demonstrated skills in strategic planning and a good knowledge of operational and maintenance considerations of the physical facilities; and
- demonstrated ability to assist in the planning, funding and management of capital/building projects.

Other Required knowledge, skills, abilities and certifications for the Executive Director include:

The next Executive Director must also be objective, have a good business sense, be honest, possess integrity and ethics above reproach, be open-minded, be able to take on challenges, understand the needs of patrons and staff, and have a sense of humor. The successful candidate will also be committed to intergovernmental relations, and be able to make tough decisions. He or she must be or become knowledgeable of federal employment laws and regulations; the South Carolina Code of Laws regarding library operation; the South Carolina State regulations; general audit standards for government agencies; guidelines of the American Library Association and the South Carolina State Library system along with County procedures and directives.
The director must be eligible for a South Carolina State Library certification and a valid South Carolina driver’s license with a safe driving record.

The new Executive Director must have a proven commitment to diversity, must be approachable and accessible, and have an appreciation for the processes often involved in reaching consensus on County and other issues.

ABOUT THE POSITION

The CCPL employs an Executive Director who is responsible for managing the day-to-day operations of the CCPL.

Examples of Responsibilities of the Executive Director of the CCPL include the ability to:

- confer with and advise branch managers and department heads on successes and problems related to the administration of library services;
- work with the Charleston County Administrator to coordinate library planning with County needs by attending meetings for department heads, elected and appointed officials and the County Council, as needed;
- understand and be knowledgeable about the County’s community, culture, lifestyles and interests, and make plans to develop library services to more effectively meet the present and future community needs for library services;
- establish programs and services for the library consistent with community expectations;
- evaluate existing technical programs and practices and investigate new library technologies, techniques and procedures along with revising present methods to improve services;
- oversee the operation and maintenance of the physical facilities and assist with the management of new capital projects and major facility renovations;
- attend Library Board meetings to suggest, discuss and promote policies concerning library services, buildings, finances, equipment and employees;
- present written and verbal reports keeping the Library Board informed about policies, operations and services;
- supervise preparation of the annual budget, justify the annual budget estimates, monitor expenditures and recommend amendments/changes to the Library Board;
- plan and implement programs and activities focusing on staff development;
- maintain liaison with the South Carolina State Library;
- network with area libraries and consortia within the state, and network with other local agencies and businesses for joint programs and enhancement of each other’s services like partnering;
- represent the library to county, municipal, and state government officials; and
- serve in an advisory capacity to the Friends of the Charleston County Public Library.

ABOUT THE CCPL BOARD OF TRUSTEES

Charleston County is a culturally diverse and progressive County government. The County Council is the legislative and policy making body of Charleston County. The nine-member County Council appoints eleven County citizens to the CCPL Board of Trustees. Members of the CCPL Board of Trustees serve a four-year term. The Board of Trustees meets monthly.

The Executive Director reports directly to the CCPL Board of Trustees, while maintaining a close relationship with the Charleston County Administrator.

ABOUT THE CHARLESTON COUNTY PUBLIC LIBRARY

The CCPL is committed to continually identifying, evaluating and responding to the County’s informational, educational, cultural and recreational needs. The CCPL is readily accessible with user designed services provided by trained professional and support staff. The goal of CCPL is to continue to make the Charleston County libraries essential to the life of every person seeking their services. The services are designed to enrich the quality of life in the community. They are a good source for research assistance and for access to information. There are sixteen (16) locations to serve Charleston County along with a Bookmobile and a Books by Mail Service. The CCPL has a $14.5 million budget.
ABOUT CHARLESTON COUNTY

Charleston County is located along the southeastern coast of South Carolina. The County encompasses approximately 919 square miles of land, marshes, rivers and wetlands with a coastline that stretches nearly 100 miles along the Atlantic Ocean.

Charleston County’s population has grown 7.1 percent since 2000 to an estimated 2006 population of 331,917, with a median age of 36. The labor force consists of approximately 155,555 workers, with a median household income of approximately $39,233. Around 88.3 percent of Charleston County residents have a high school diploma or higher level of education, while 37.5 percent hold a bachelor’s degree or higher.

Charleston County also includes the 15 municipalities of the City of Charleston; City of Folly Beach; City of Isle of Palms; City of North Charleston; Town of Awendaw; Town of Hollywood; Town of James Island; Town of Kiawah Island; Town of Lincolnville; Town of McClellanville; Town of Meggett; Town of Mount Pleasant; Town of Rockville; Town of Seabrook Island; and Town of Sullivan’s Island.

Charleston County’s rich blend of culture, economic activity, environmental beauty and historic tapestry makes it one of the most distinguished counties in the nation. A recognized leader, Charleston County is a proud community that strives to protect both its historic treasurers and its environment, while still keeping an eye toward future development and citizen’s needs.

Charleston County’s numerous advantages have not gone unnoticed. The Partners for Livable Communities, a Washington, D. C. based non-profit foundation, included Charleston in its top ten “most livable places” in the United States. And, Conde Nast Traveler, the world’s leading circular, named Charleston among its top five recommended American cities and top twenty cities worldwide.

COMPENSATION

The salary range for the Executive Director position for the Charleston County Public Library System is $101,275 to $124,571 annually, depending on the experience and qualifications of the selected individual. In addition, the County provides an excellent fringe benefit package.

HOW TO APPLY

For additional information on this exceptional opportunity, please contact Karolyn Prince-Mercer, Senior Vice President, The Mercer Group, Inc. at 770-551-0403; kprince-mercer@mercergroupinc.com.

Resumes should be sent immediately to:

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Charleston County is an Equal Opportunity Employer. Charleston County does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas or disability in employment of the provision of services.