

Introduction

The two Cities of Bristol Tennessee and Virginia are seeking an experienced, energetic, team builder and leader to be their next Executive Director.

Located along I-81 Bristol is a city within two states. With a population of more than 45,000 people, the cities sit within a *Combined Statistical Area* (CSA), which has a population of more than 500,000. Information about Bristol can be found at the City of Bristol, TN website (<https://www.bristoltn.org/>), the City of Bristol, VA website (<https://www.bristolva.org/>), and Believe In Bristol's website (<https://www.believeinbristol.org/>).

Bristol has been recognized for its family-friendly atmosphere characterized by low-density housing and numerous cultural attractions, including museums, the Birthplace of Country Music facilities, the Bristol Speedway, and a variety of recreation areas and opportunities. The landscape consists of varied topography, which lends to the natural beauty of the area. The cities are considered a commercial hub providing numerous economic resources, thereby making the area a desirable place for families to reside who want a partially rural atmosphere while living in proximity to goods and services.

Bristol Public Library

The Bristol Public Library was established in 1929. There are currently two locations: the main downtown location, which sits on the Virginia side of the state line, and the Avoca Branch Library, which is located on Volunteer Parkway on the Tennessee side. In 2006, the cities of Bristol, Tennessee and Bristol, Virginia worked together to construct the current Bristol Public Library at a cost of \$12 million dollars. The main facility is located in a downtown area that is thriving with restaurants, music venues, great shops, and other attractions. The main facility has 20 full-time and 11 part-time employees. The Avoca Branch library has three full-time and one part-time employee.

Library funding is approximately \$2 million dollars as follows:

39% Bristol, Virginia
48% Bristol, Tennessee
13% Other

The Library contains approximately 182,869 cataloged items and an additional 212,270 digital items available through our access to the TN READS system.

The downtown and Avoca Branch libraries have the following annual activity numbers:

- Gate Count 167,958
- Circulation 279,200
- Program Attendance 18,864

The Library has, in recent years, completed a major renovation of the building, adding a new teen center and teen collection space on the lower level. Upstairs, we have the Jones Creativity Center, which includes maker space elements, computer classes, and job-readiness training and assistance, along with space for additional programming. Upcoming renovations include the creation of a family bathroom and design of the empty space between the stairs on the lower level.

The past Executive Director has served on various community committees, including Twin City Reads, which uses the collective impact model to promote reading on grade level in the community, and the Bristol Day Center Steering Committee, which is looking to establish a day center in Bristol TN/VA. There will be many opportunities, including these, for the new Executive Director to establish himself/herself in the community and further promote all of the wonderful things that the Library does.

The Library provides a full and comprehensive range of services including:

- Children's programming
- Youth/Teen programming
- Full calendar of special events
- Job readiness training and assistance
- Computer classes
- Meeting rooms

The Library is also supported by the Bristol Public Library Foundation, with an endowment of over \$500,000. The Avoca Branch Library has an active Friends of the Library and a new Friends of the BPL has been created at the downtown location.

Library Governance

The Library is governed by a 13-member Board of Trustees chosen as follows:

- One member at-large (alternating appointment)
- Two members of the Teen program, one from each state
- Bristol, Virginia City Councilperson
- Bristol, Tennessee City Councilperson
- Bristol, Virginia City Council 4 appointments
- Bristol, Tennessee City Council 4 appointments

Mission Statement

The mission of the Bristol Public Library is:

"Expanding Minds, Building Community"

Position Advertisement

Cities of Bristol Virginia and Tennessee (45,000)

Library Director

Salary range \$63K - \$78K, DOQ plus excellent benefits, information about which can be found at <https://www.bristolva.org/140/Employee-Benefits>. 35 employees and \$2M budget shared by both cities and other sources. 280K/yr. circulation and 170K/yr. gate count. Past Director served four years and left to accept a Regional Director position with the TN State Library. Position answers to a 13-member Board. Full service library, plus one branch, serving the twin cities of both states. Must be a proven manager with excellent communication and team-building skills. Demonstrated success in library operations, finance, community interface, leadership and strategic planning. At least five years' experience as Library Director/Assistant or Administrator. ALA accredited Master's degree in Library and Information Science required. *Position Profile* and *Job Description* can be viewed at <https://www.bristol-library.org>

Send resume by November 7, 2019 at 5pm to: bpjjobs@bristol-library.org

Job Title	Executive Director (salaried, exempt)
Position Summary	The Library Director serves as the chief executive officer under the Board of Trustees and is responsible for the general financial, personnel, and program administration of the library system according to policies established by the Board.
Position Requirements	<p>Education: Master’s degree in library science, ALA-accredited.</p> <p>Experience: Minimum of 5 years’ experience as a library director or administrator.</p> <p>Preferred Skills: Must be able to articulate the value of library services to the community. Must possess skills for the successful management and supervision of staff and appropriate programs. Must be able to guide Board of Trustees in implementation of library policies and programs. Must be able to develop appropriate budgets and oversee expenditures and the accounting of funds.</p> <p>Physical Abilities: No special physical abilities are required.</p>
Reports to: (SUPERVISION AND DIRECTION)	Bristol Public Library Board of Trustees
Supervises:	Has direct supervision over administrative staff, security, Library department heads, and Library program coordinators. Has indirect supervision over all Library staff.
Working relationships	<ul style="list-style-type: none"> • Assumes a leadership role in providing information, recommendations, and policy proposals to guide the work of the Library Board of Trustees. • Maintains a positive working relationship with all staff to enable effective management and supervision. • Works with city officials to ensure appropriate relationships and financial resources.

	<ul style="list-style-type: none"> • Continually strives to develop positive relationships and articulate the mission of the library to the community. • Serves as a member ex officio of the Bristol Public Library Foundation Board of Directors.
<p>Key result areas</p>	<ul style="list-style-type: none"> • Policy and General Administration • Financial Administration • Personnel Administration • Program Administration <p>An annual evaluation of the director is administered by the Library Board of Trustees, using the adopted evaluation instrument</p>
<p>Essential Duties</p> <p>(KEY TASKS)</p>	<p>I. Policy and General Administration</p> <ul style="list-style-type: none"> A. Supports the planning function of the Board with advice, information, and recommendations. B. Prepares annual budget consistent with Board plans. C. Keeps Board informed of progress toward accomplishment of program objectives. D. Carries out policies as adopted by the Board. E. Recommends policy change and review as appropriate. F. Submits materials to Board in time to allow for review and preparation for meetings. G. <i>Provides support and assistance to library committees</i> <p>II. Financial Administration</p> <ul style="list-style-type: none"> A. Expends library funds in accordance with the annual budget. B. Maintains accurate and complete financial records. C. Makes regular financial reports to the Board D. Applies purchasing practices that provide desired products and services cost-effectively and in a timely manner in keeping with procurement policies of the City of Bristol, Virginia. E. Pursues sources of outside funding for library programs by assisting the development activities of the Library Foundation. Keeps Board aware of such sources. <p>III. Personnel Administration</p> <ul style="list-style-type: none"> A. Supervises the personnel functions of the library system.

	<p>B. Distributes staff assignments so as to accomplish library program objectives efficiently and effectively.</p> <p>C. Enables optimal performance of library staff through communication and training.</p> <p>D. Works with staff to develop individual plans for continuing education and professional development.</p> <p>E. Meets regularly with staff to administer policies, enhance customer service, and forwards the library mission.</p> <p>F. Ensures compliance of staff with personnel policies.</p> <p>G. Evaluates employee work performance.</p> <p>IV. Program Administration</p> <p>A. Directs library resources toward the accomplishment of library goals and objectives.</p> <p>B. Works with the Library Board Program Committee to assess the programming needs of the community.</p> <p>C. Uses community input to direct the development of appropriate programming in all departments and levels of library service.</p> <p>D. Measures library program output and evaluates program quality according to goals and objectives through circulation, computer use, and door count records, as well as annual user surveys and anecdotal accounts.</p> <p>E. Works to involve the library in the community and the community in the library through an active program of public relations and outreach.</p> <p>D. Ensures all library system facilities and equipment are adequate to the fulfillment of the library’s mission by maintaining or improving them as necessary.</p>
<p>Core skills</p>	<ul style="list-style-type: none"> • Ability to communicate clearly in speech and writing. • Ability to analyze and present statistical and financial data. • Strong understanding of public library history and trends with the ability to interpret library trends to meet the specific needs of the community through programs and library resources.

	<ul style="list-style-type: none">• Ability to guide Library Board in setting appropriate library policies.• Ability to lead, manage and supervise library staff in the effective provision of library services.• Ability to work effectively and amicably with a wide range of community representatives as library patrons, volunteers, board and committee members.• Ability to plan, direct, and evaluate programs.
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