

Essential Competencies for Library Leadership

| Competency | Description |
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| People Management | <ul style="list-style-type: none"> • Understands and complies with employment laws and regulations that impact performance management. • Understands and ensures compliance with human resources policies and procedures. • Resolves conflict and establishes practices for open communication. • Understands and cultivates emotional intelligence. • Supports and advocates for staff's continued professional development. |
| Politics | <ul style="list-style-type: none"> • Understands the political process on the local and state level, communicates library's value, advocates for local policy and funding to support the library. |
| Workplace Culture | <ul style="list-style-type: none"> • Understands the dynamics of interpersonal relationships. • Uses team building skills to create a collaborative and supportive workplace. • Acts as mentor and/or coach. |
| Marketing and Public Relations | <ul style="list-style-type: none"> • Understands the fundamental practices of Marketing. • Develops and promotes the library's vision. • Crafts promotional strategy. • Understands tools available to engage target audiences. • Uses marketing practices to engage supporters and advocate on behalf of the library. • Provides leadership through public challenges of library policy and/or collection. |
| Project Management | <ul style="list-style-type: none"> • Effectively manages people, resources, and time through the project life cycle. • Understands how to write goals and evaluate their success. |
| Future Readiness | <ul style="list-style-type: none"> • Follows emerging trends in the Library community. • Acts as an agent of change • Supports innovation, flexibility, and a community prepared to take risks and to learn from failure. • Provides support and guidance in both succession planning and knowledge management. |
| Resource Management | <ul style="list-style-type: none"> • Understands budget development and management, understands contracts. • Understands best practices for maintaining facilities and collections. |