

Hartford Public Library Job Description

Date: July 2015

Position: Chief Executive Officer (CEO)

Department: Hartford Public Library

FLSA: Exempt

Reports To: Board of Directors

Supervises: Directly supervises all executive level officers, and senior administrative assistant

SUMMARY OF RESPONSIBILITY:

The CEO serves as the leader of Hartford Public Library and is accountable for developing and implementing the overall strategic plan of the Library, and works in partnership with the board to ensure that the Library fulfills its mission and to create strategies that ensure its future success. This position serves under the general supervision of the Library Board of Directors; works with a high degree of independence, supporting a volunteer board of directors in its governance role, fostering its ongoing development, and keeping it informed of internal conditions and external developments while collaborating to find solutions. This position ensures the highest level of service is provided by staff to all customers.

Essential Functions:

- Collaborates with the Board to define and articulate the Library's vision and develops strategies for achieving that vision.
- Conducts orientation for new Board members and corporators; arranges presentations and interviews with authorities on subjects relative to the Library's operation.
- Recommends new policies to the Library Board and executes policies that the Board may then establish; advises the Board of new concepts and trends in organization, procedures, equipment and technology.
- Oversees the administrative needs of the Board.
- Plans, organizes, and directs all activities concerning the administration of library services to the City of Hartford, including the branch libraries.
- Serves as final authority on all personnel matters.
- Promotes a culture that reflects the organization's values, encourages good performance, and rewards productivity.
- Ensures that expenditures of HPL are within the authorized annual budget of the library; accountable for the financial results of HPL.
- Assesses the principal risks of HPL and ensures that these risks are being monitored and managed; ensure effective internal controls and management information systems are in place; ensure that HPL has appropriate systems to conduct activities both lawfully and ethically; maintains high standards of corporate citizenship and social responsibility in all business environments.
- Serves as primary spokesperson for the library; able to relay compellingly the story and mission of HPL.
- Provide leadership in the planning, development and implementation of an ongoing development program designed to allow HPL to continue its important work and provide for long-term financial stability while meeting current operational needs.

- Develop and maintain relationships and trust with stakeholders including staff, board, and organizations serving people in the community, partners and funders.
- Ensuring the creation of a fundraising plan, which includes opportunities for new funding, a strategic plan and a realistic plan for sustained growth.
- Educational liaison; integral partner in the learning continuum partnership with Hartford Public Schools.
- Represents the library system at various professional conferences and public meetings; makes presentations, gives speeches, attends and chairs meetings and acts as the library's primary spokesperson with the media.
- Represents the library in the application for federal funds for libraries; works with State Library and State Legislature to achieve progressive library legislation and funding for Hartford Public Library.
- Creates a climate of acceptance for new library concepts, programs and services, and a positive high-quality image of the Hartford Public Library through personal and professional contact with Library Board the Mayor, Council, and other City of Hartford departments; federal and state elected and appointed officials, state library staff, local and regional media; civic organizations; professional associations and colleagues.
- Provides welcoming customer service to all customers.
- Ensures safe conditions for staff, public, and building operation. Takes appropriate action in building emergencies.
- Positively reflects Hartford Public Library's mission, vision, and values to staff and the public.

Other Functions:

- Performs related duties as required.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

QUALIFICATIONS AND COMPETENCIES:

- Masters' Degree in business, public administration, education, or library science is preferred; Bachelor's Degree in business, liberal arts or library science is required.
- Ten to fifteen years of experience managing and/or leading as an executive or CEO in complex organizations is required.
- Demonstrable proficiency in strategic planning, policy development and execution is required
- Strong demonstrated working knowledge and execution of business processes, planning & organization, budgeting and funds development is required.
- Experience working in the library field preferred but not required.
- Excellent understanding of project management principles.
- Working knowledge of information systems, research, marketing, and nonprofit operations and functions are required.
- Solid working knowledge of board relations is critical for this position.
- Entrepreneurial focus is required.
- Excellent communication, public relations and interpersonal skills are required.
- Relationship development, organizational marketing, and collaboration skills are essential. Excellent presentation skills required.

- Demonstrated understanding and success with multi-organizational strategic alliances.
- Ability to work flexibly in a team environment and to deal with simultaneous, multiple projects and responsibilities.
- Competency and ability to build relationships in establishing and maintaining effective working relationships with the Board of Directors, staff, community groups, and other related agencies.
- Strong fundraising skills and experience in short and long term strategic and financial planning with ability to close major gifts and secure funding from new and innovative sources.
- Ability to successfully manage change is essential.
- Ability to establish and maintain system-wide collaborations with community agencies is required.
- Strong commitment to working within a team environment is required.
- Solid working knowledge of all MS Office suite software is required.
- Solid written and verbal communication, listening, organization and priority setting skills.
- Ability to provide welcoming and effective customer service.
- Ability to deal effectively with elected officials, and other public constituencies.

Mental and physical requirements:

The Physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform continuous bending, twisting, stooping, reaching, and lifting of moderate to heavy weight material up to 10 lbs.
- Must be able to walk, sit and stand for extended periods during the shift.
- Must be able to travel to all facilities within the city, during all weather conditions.
- Vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to keep his/her composure with the public and co-workers in everyday, potentially stressful situations.

Review and understanding:

I have read and understand the contents of this job description, and agree to abide by Hartford Public Library’s policies, procedures and practices.

Print name: _____

Signature: _____ Date: _____