Hartford (CT) Public Library
Chief Executive Officer (CEO) Job Description – Revised 11/18/2015

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 Chief Executive Officer (CEO) of the Hartford Public Library leads the organization and is accountable for collaboratively developing and implementing the Library’s strategic vision and plan. In partnership with the Board, the CEO ensures the fulfillment of the Library’s mission and its future success. The Library’s CEO works with a high degree of independence and supports the governing volunteer Board of Directors. The CEO fosters board development and collaboratively problem solves with the Board while keeping it informed of internal conditions and external developments. This position promotes and supports the highest level of customer service.

Essential Functions:
- Collaborates with the Board to strategically define, communicate and implement the Library's vision.
- Provides ongoing board development and training including orientation for new Board members and information on various models of Board governance.
- Serves as the Library’s expert sharing new concepts and trends in organization, library technologies, and service delivery models.
- Recommends new and revised policies to the Library Board for approval.
- Plans, organizes, and directs all administrative Library activities.
- Serves as final authority on all personnel matters.
- Promotes and engages in a culture that reflects the organization's values, encourages good performance, and rewards creativity, innovation, and productivity.
- Provides responsible stewardship of Library funds.
- Assesses the principal risks of HPL and ensures that these risks are being monitored and managed; ensures effective internal controls and management information systems are in place; ensures 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 a dynamic, articulate key spokesperson for the Hartford Public Library to the media and the community.
- Provides planning and implementation of an ongoing development program and fundraising plan for long-term financial stability while meeting current operational needs.
- Creates vital, ongoing stakeholder partnerships focusing on the City of Hartford and its citizens meeting their needs where they are in the community-guaranteeing the HPL a seat at each key community table.
• Serves as an educational liaison and integral partner in the learning continuum partnership with Hartford Public Schools.
• Represents the Hartford Public Library’s locally, statewide and on the national stage showcasing Hartford Public Library innovative and successful programs and services.
• Represents the Library in applying for federal, state and private funds; works at the federal level and with the State Library and State Legislature to achieve progressive library legislation and funding for Hartford Public Library.
• Performs as a supportive contributor and team player through relationships with the Board, the Mayor, Council, City Departments and initiate and work with federal and state officials, state library staff, civic organizations and professional associations.
• Ensures safe conditions for staff, public, and building operation. Takes appropriate action in building emergencies.

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.
• Six to 10 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 an urban library/environment preferred.
• 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 and successful experience working in a union environment preferred.
• 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.
• Any combination of education and experience that demonstrates the ability to successfully perform the requirements of the position.
• Establishing residency in the City of Hartford within six months of appointment is required.

**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: ________________________