GENERAL STATEMENT:

Serves as the chief executive officer of the Library and is responsible for the administration of all library services and functions within the goals, guidelines, and policies established by the Library Board of Trustees.

DISTINGUISHING FEATURES:

This classification is responsible for overseeing all library services and operations, and for long-range planning sufficient to accomplish the Library’s mission and to ensure it remains a progressive and viable community service with a sound financial foundation. The Executive Director reports directly to the Library Board of Trustees.

MAJOR DUTIES:

- Works closely with the Library Board of Trustees and Board committees to carry out their directives, assisting in strategic planning and assisting the Board in setting goals and objectives and evaluating the Library’s effectiveness in relation to the changing needs of the community;
- Plans, organizes, coordinates and directs a balanced program of library service to meet both immediate and long-range goals of the Library that support its mission and meet community needs;
- Recommends policies to ensure that library services are consistent, fair, in compliance with local, state, and federal laws, and in the public’s interest;
- Advises the Library Board of Trustees on operational, fiscal, facilities, and staffing matters, and implements policies established by the Board;
- Serves as official representative of the Library in actions that legally bind or politically influence the Library;
- Provides administrative support to the Library Board and orients new board members;
- Prepares and submits a proposed, provision and permanent annual budget to the Library Board and directs and monitors all revenue and expenditures in accordance with budget parameters;
- Identifies and pursues additional/alternative funding sources;
- Oversees all financial transactions and required local, state, and federal reporting;
- Provides monthly financial planning data to the Library board to assist in establishing long and short-term financial priorities;
- Oversees the annual audit process and assures distribution of the resulting audit report to the Library Board, appropriate governmental officials, and other appropriate agencies;
- Maintains a general knowledge of local, state, and federal laws affecting the Library and consults with legal professionals to ensure compliance by the Library and its Board;
- Oversees all aspects of the physical plant to ensure safe, attractive, legally compliant facilities are provided to the public, and recommends future space needs;
- Plans, manages, and evaluates capital improvement projects;
- Analyzes data affecting the Library’s operation such as legal, physical and statistical factors;
- Anticipates and investigates new trends and services and facilitates testing of new techniques, materials, equipment and technology to improve the operation of the Library;
- Represents the Library and promotes it before community, civic and other groups regarding its mission, activities and services;
- Partners with and/or maintains effective working relationships with other government agencies, civic and community groups and the general public;

MINOR DUTIES:

Performs other job related duties as required or assigned.
ABILITIES, SKILLS AND KNOWLEDGE:

- Thorough knowledge and commitment to the philosophy, mission, and techniques and practices of public library service;
- Proven competence in being able to see an organization in its entirety and think strategically, understanding how to turn vision into reality in a political environment;
- Proven expertise in establishing and meeting financial objectives in a leadership role, understanding and effectively using financial information in decision making;
- Proven ability to analyze professional and administrative problems and issues and arrive at and implement practical and effective solutions;
- Proven ability to lead an organization through change and toward its vision;
- Demonstrated ability to communicate complex issues and goals to the Library’s Board of Trustees and staff effectively so that others can take action;
- Demonstrated ability to work effectively with an appointed board and with elected officials;
- Demonstrated ability to motivate, establish and maintain effective working relationships with associates, managers, governmental bodies, other community agencies and the general public and to maintain equanimity in dealing with such groups;
- Demonstrated ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form;
- Proven ability to function independently, be flexible, and exercise initiative and sound, independent judgment.

EDUCATION AND EXPERIENCE:

- Masters degree in library or information science from an ALA-accredited institution;
- A minimum of eight (8) years of public library experience, including at least four (4) years of increasingly responsible management or supervisory experience, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

FURTHER PROFESSIONAL RESPONSIBILITIES:

- Keeps abreast of current trends and techniques in public library service;
- Participates in the activities of professional library organizations;
- Pursues continuing education sufficient to remain current and progressive in professional planning, decisions, and processes.

The above job description is not intended as, nor should be construed as exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.