



Exempt Position Description

Position: Executive Director
FLSA Status: Executive
Job Code: ADM0001
Minimum Salary: \$110,000
Reports to: Board of Trustees
Incumbent: Kenton L. Oliver
Direct Reports: Associate Director for Library Technologies
Associate Director for Main Library Services
Associate Director for Public Services
Collection Development Manager
Development Manager
Human Resources Manager
Public Information Manager

The Library will pay the Executive Director’s membership dues for the American Library Association (ALA), Ohio Library Council (OLC), and one local service club.

The Library shall reimburse the Executive Director for mileage for the use of his/her personal vehicle to conduct Library business.

Position Purpose:

The Director is the chief executive officer of the library. The Director's major responsibilities are implementing Library policy by recommending, designing, implementing, directing, supervising and evaluating an active program of information services, educational opportunities, and cultural activities for the citizens of the Library District.

Essential Job Duties:

1. Administers the overall library program in accordance with Library policies and within the confines of local, state and federal laws.
2. Works with the Library Board in developing and implementing policies that pertain to all aspects of Library District operations.



3. Oversees the preparation of agendas, monthly reports of library business and information concerning service activities for meetings of the Library Board.
4. Oversees the preparation of, submits and defends budgets for the library in cooperation with the Fiscal Officer and is responsible for executing those budgets in a fiscally responsible manner.
5. Seeks alternative funding sources for library programs and services in addition to State and local revenue resources.
6. Ensures that personnel allocations, salary schedules, classifications and policies are consistent with the needs of the library system.
7. Responsible for the planning and implementation of the library's capital program including technology and buildings.
8. Develops and encourages management practices that ensure an effective organizational structure and culture.
9. Provides leadership for strategic planning and implementation of contemporary library services that meets the diverse needs of the community.
10. Provides easily accessible collections of print, non-print and downloadable media to the public reflecting the ethnic and cultural diversity of the Library District as well as representing a wide variety of viewpoints consistent with the principles of intellectual freedom.
11. Ensures for frequent and on-going information to the public regarding library programs and services.
12. Maintains attractive, safe, comfortable and convenient buildings and vehicles to serve the public.
13. Engages the library district in cooperative activities and partnerships with other libraries and public entities.
14. Assumes a leadership role in state, regional and national library organizations.
15. Actively advocates library issues on a local, state and national level when appropriate.
16. Represents and promotes the library in a variety of venues organizations and activities within the community.

Job Requirements, Knowledge, Skills, Abilities:
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Applicant must have knowledge of cutting edge library practices, be comfortable with technology, be open and adaptable, be vision-oriented, and have strong personal and collaborative skills.

This position requires an ALA-accredited Master's Degree in Library Science, at least five years of library management or management experience, and excellent writing and communication skills.