Job Title: Executive Director
Salary Grade Range: 10
FLSA Status: Exempt

Reporting Relationship
Reports to (Title): CCS Governing Board and CCS Executive Committee
List of direct reports (by Title): Data Services Librarian, Database Manager, IT Administrator, IT Manager, Member Services Manager, Operations Manager

Position Summary: The Executive Director leads CCS and is responsible for the total operations of the organization. The ED serves as Chief Executive Officer and Chief Financial Officer of CCS.

Core Job Functions:

Chief Executive Officer –
- Leads the operation and development of the organization. Plans, administers, evaluates, develops, and directs the organizational operations to provide and improve services to the members.
- Recruits, interviews, selects, trains, supervises, and evaluates CCS staff.
- Create and promote a current training program for member library staffs.
- Coordinate the activities of the membership.
- Work and negotiate with vendors serving as a liaison between vendor services and member libraries.
- Works closely with the CCS management and staff on planning, improving, communicating, and implementing services to the membership.
- Markets CCS membership to potential new members. Works with new members to bring them into the organization.

Chief Financial Officer –
- Develops and administers the CCS budget under the direction of CCS governance, including:
  - Recommending expenditures and charges, including those billed to CCS members.
  - Approving purchase orders (e.g. hardware, software, equipment), and monitoring income and expenditures.
  - Developing, recommending, and implementing fees charged to members for services.
  - Planning for major expenses, such as migration to another software system, and for the long-term financial viability of CCS.

Other –
- Works collaboratively with other Illinois libraries, RAILS, and with other consortia to increase cooperation and contribute to effective and efficient resource sharing within Illinois.
- Understanding and sharing library technology best practices as they apply to member libraries and their services to their communities
- Ensures appropriate handling of training, database quality, system configuration, software and connectivity matters, and security issues related to CCS.
- Represent CCS in relevant local and national organizations
- Communicates regularly with CCS members through meetings, email, and other forms of communication.
- Ensures CCS hardware and software are maintained and adequately backed up. Oversees upgrades to servers and software, working in cooperation with technology services staff and vendors.
- Other duties as assigned

Cooperative Computer Services
3355-J N. Arlington Heights Rd
Arlington Heights, IL 60004
Knowledge, Skills, and Abilities:

Education –
- Master’s degree in Library Science from an American Library Association(ALA) accredited institution preferred, other relevant Master’s degrees considered (e.g. IT related, MBA)
- Coursework and/or IT certification desirable

Knowledge/Experience-
- Five years library technology experience
- Five years of increasingly responsible supervisory, project and staff management experience
- Two years library consortium or cooperative technology experience
- Knowledge and experience with Integrated Library Systems
- Knowledge of budgeting and strategic planning
- Knowledge of current public library practices, procedures and technology
- Ability to exercise leadership and effectively implement and manage change

Skills/Abilities-
- Demonstrated passion for service excellence in all dealings with CCS and library boards, employees, member library staff, vendors and other public constituents
- Ability to work collaboratively and effectively with diverse groups of members with wide-ranging skill levels and needs
- Ability to organize work, supervise staff, develop individual talents, and support team cohesion
- Ability to exercise independent judgment and recommend solutions; takes a collaborative approach to problem solving, with the emphasis on building consensus, relationships, and results.
- Ability to thrive in a busy environment and deal well in the context of ambiguity.
- Ability to multitask and to plan, prioritize, coordinate, and implement projects effectively
- Ability to work effectively without supervision, to exercise sound, independent judgment, to foresee potential problems and to suggest effective solutions
- Ability to express oneself clearly and skillfully, both orally and in writing. Frequent large and small group presentations will be required for this role.
- Ability to maintain a productive work atmosphere by behaving and communicating in a positive manner with clients and colleagues while achieving performance expectations
- Excellent computer skills in a Microsoft environment, including Outlook, Word, Excel and PowerPoint

Technical/Physical Requirements:
- Access to reliable transportation
- Ability and willingness to work varied hours, extended hours, evenings, weekends, and to travel occasionally on behalf of CCS. Occasional overnight and weekend stay will be required.

Position Description Last Updated 7/25/16

I acknowledge that I have read the job description and requirements for the Executive Director position and confirm that I can perform these core job functions.

_________________________  __/__/__
Signature                      Date

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