

**Position Title:** Executive Director

**Description Type:**  New  Revised

**Department/Unit:** Administrative Services

**FLSA Status:**  Exempt  Non-exempt

**Position Classification:** Library Professionals

**Pay Grade:** Board Determined

**Reporting Relationship:**

**Reports to (Title):** RAILS Board of Directors

**List of direct reports (by Title):**  Applicable  Not Applicable

- Associate Executive Director
- Director, Marketing and Communication Services
- Human Resources Director
- Finance Director
- Director, Technology Services
- Data Analysis Manager
- Executive Assistant

**Position Summary:**

The Executive Director is responsible for providing executive leadership in the overall administration and management of a multi-type library System that serves more than 1200 specialized, public, school, and academic library members, which have a total of more than 4200 library facilities in a 27,000 square mile area. The Executive Director maintains a system-wide, statewide, national and global perspective consistent with the Mission Statement and Strategic Plan of the Library System and formulates an overall strategic vision for the system. The Executive Director works closely with the System Board and member libraries to develop and implement services responsive to member needs. In partnership with the Associate Executive Director and other members of the Executive Team, builds and fosters a success oriented, member focused, innovative and accountable organization.

**Core Job Functions:**

- Acts as the principle of the RAILS leadership team in the overall operations and directing the planning, implementation, and evaluation of all RAILS services and operations
- Leads, participates in, and delegates planning activities for all phases of the library System's operations
- Works to assure System service programs are efficient, effective and respected by all multi-type member libraries; Employs a collaborative approach to carrying out duties and responsibilities
- Coordinates and directs System staff in developing programs designed to help member libraries achieve their goals; Delegates responsibility for various aspects of System programs as appropriate, and works effectively with System staff, member library directors and Illinois library leaders in problem solving and decision making
- Bears final authority and responsibility for staff recruitment, evaluations and promotions, discipline management and terminations, as well as all other personnel matters in accordance with System policies; Bears responsibility for maintaining written System personnel evaluation records; Establishes and maintains a human resources system for personnel
- Works with system staff and member libraries to plan and implement quality and desirable service programs
- Serves as the communication link between Board and System staff, as appropriate
- Interprets Board policies to System staff and provides staff support in the execution of such policies; Advises and provides recommendations to the Board on the need for new or revised policies; Advises Board on plans and concepts for current and future policy revisions

- Prepares and submits to the Board recommendations and reports relative to all matters requiring Board action; Ensures communications include necessary and helpful information as needed to ensure informed decision making
- With System staff, implements the policies of the System Board and the Plan of Services as defined in Illinois statute and administrative rules
- Assists the President in calling meetings and special meetings of the Board of Directors; Prepares agenda and reviews minutes for Board meetings
- Attends System, regional and state committee meetings; Plans, promotes and facilitates System-wide meetings;
- Ensures compliance of all library System activities with the provisions of the Library Systems Act and regulations of the Illinois State Library
- Responsible for preparation and management of the annual budget; Supervises preparation and presentation of the monthly and annual financial reporting, and brings financial recommendations and budget concerns to the Board in a timely manner; Provides for participation of System staff in budget preparation, and supervises alternate revenue sources
- Signs contracts for services and grants; Certifies bills and monies expended by countersigning checks and managing expenditures
- Ensures completion of annual audit as recommended by the Board
- Supervises processes needed for, and facilitates evaluation of, building and equipment maintenance and replacement Represents the System and its membership in civic, educational, and library affairs in the System area and its relations at state and national levels;
- Works with the state legislature on library funding and relevant legislation affecting libraries; Assists with the development, oversight and promotion of approved legislative functions to member libraries on the state level; Promotes advocacy efforts on library legislation and assists with implementation of state laws as relevant to libraries; Promotes the System and its member libraries throughout the state and serves as System spokesperson to the press
- Contributes to professional development of librarianship; Informs self on educational, political, legal, technological and sociological trends as they apply to librarianship; Is vigilant of emerging library trends within the System and its member libraries, and promotes such trends where appropriate
- Promotes improvement of libraries and library services through the establishment of standards for and evaluation of services
- Promotes library services to un-served and underserved areas of the System, and helps to develop new programs consistent with changing environments; Works to further the growth of library services throughout the System area, and to encourage improvements for member library services as well; Promotes participation in System-wide programs; Acts as liaison with member libraries and serves as consultant in appropriate areas
- Promotes productive cooperation among member libraries and other library Systems or agencies; Contributes to the elevation of library cooperative concept
- Works to maximize the System's grant support; Delegates administrative supervision of special projects and grants as appropriate
- Other duties as assigned by the RAILS Board of Directors

**Knowledge, Skills, and Abilities:****Education -**

- MLS Degree from an ALA accredited library school

**Knowledge/Experience -**

- Minimum of ten years progressively responsible library management experience, with five years at the senior and/or executive level including supervision of professional and supervisory staff
- Knowledge of and experience working with the Illinois legislative process affecting libraries
- Knowledge of principles and practices of library System administration
- Hands on experience in long range planning and budgeting
- Proven experience of operating and influencing within a political environment
- Knowledge and experience in working in highly cooperative and collaborative environments

- Knowledge and experience in proactively and positively leading organizational change

**Skills/Abilities –**

- Ability to create an effective senior management team to oversee 100 or more staff over multiple locations
- Ability to create a cohesive corporate culture for the system
- Ability to envision problem solutions and define critical paths to reach those solutions
- Strong ability for negotiation and effective conflict resolution
- Capacity to be responsive and empathetic to member library needs
- Organizational skills; ability to delegate authority, supervise and lead staff effectively at multiple, remote sites
- Strong verbal and written communication skills: ability to concisely summarize essential needs to the System Board, System staff, state legislators and member libraries; ability to disseminate information in a concise, timely manner and in a format that is friendly to the Board and member libraries
- Capability for regional and statewide travel on a regular basis

**Working Conditions and Physical Requirements**

- Work takes place in a typical office environment and/or remote work setting
- National, regional, and statewide travel required on a regular basis
- Possess valid driver's license with a clean driving record.
- Ability to communicate in person via phone, video conference, e-mail, and chat messaging

**Position Description Updated on:** 1/1/2024

**Acknowledgement**

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.

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Signature

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Date