Job Description

Position Title: Executive Director

Classification: ED

Supervisor: Board of Trustees

FLSA Status: Exempt

## REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to openly and respectfully engage with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to maintain patron privacy and confidentiality of patron records.
4. Ability to communicate clearly.
5. Ability to use various technologies to complete work.
6. Ability to follow library policies and procedures.
7. Ability to understand, practice and demonstrate the library’s Service Standards and Equity, Diversity, and Inclusion values.

## POSITION SUMMARY

Under the direction of the Board of Trustees, this position facilitates superior library service to patrons by managing the day to day operations of the Library including oversight of finances, building, personnel, and materials.

## REQUIREMENTS FOR THIS POSITION

1. Knowledge, skill, and development in the following areas which are often gained through a post-secondary degree (e.g.  MLIS) or experience:

* **Communication Skills** include accurately comprehending, assessing, and conveying written and verbal information to individuals and groups in a variety of settings including organizational and library conferences, meetings, and publications, facilitating groups in meetings and programs.
* **Computer Skills** include using word processing and spreadsheet applications including MS Office Suite and Google Workspace, effectively using email and Google calendar, performing internet searching, using cloud-based communication tools such as Google Chat and Zoom, maintaining and organizing digital files, and instructing and training others to use technology.
* **Critical Thinking & Problem Solving** includes analyzing and evaluating information in order to assess an issue, make a decision, and take action.
* **Time Management** includes prioritizing tasks, meeting deadlines, planning for long term tasks, and managing time independently.
* **Research Skills** include interviewing others to understand their requests, understanding and explaining information and media literacy and fluency, evaluating sources and instructing others to access and use library resources.

1. **Organization of Information** includes an understanding of basic library organizational systems and the methods by which information is stored and categorized.
2. **Instruction and Facilitation** includes instructing and training others to access library resources and use technology and facilitating groups of people in meetings and programs.
3. **Core Library Tenets** include understanding and upholding intellectual freedom; protecting patron confidentiality and privacy; supporting access to information and opposing censorship; supporting lifelong learning; and assessing and providing for the needs of diverse communities.
4. Thorough knowledge of federal, state and local governmental and employment laws.
5. Thorough knowledge of managing budget lines, personnel, facilities, and library wide projects.
6. Thorough knowledge of practices of public administration, library legislation, management techniques, and project planning.
7. Working knowledge of current trends and best practices that influence and enhance public library service.
8. Eight years of progressively responsible managerial experience, ideally in a public library setting.

## ESSENTIAL FUNCTIONS

1. Coordinate and oversee day-to-day library operations, including the delivery of library services, overseeing of collections, programs, and services, and facility management.
2. Oversees the development, implementation, management, and evaluation of activities related to the library’s finances including budgeting, accounting, and financial reporting procedures and practices to ensure adequate internal control of library assets and compliance with applicable laws.
3. Direct recruitment, training, supervision, evaluation, motivation and ongoing development of a service-oriented staff. Directly supervise, coach, and evaluate the performance of the assistant director, managers, and other administrative staff.
4. Advocates for the mission, vision, and values of the library by serving as the official representative of the library in the community, with elected officials, and throughout the library field.
5. Oversees long and short-range planning and goal setting processes for   
   the entire library.
6. Serves as Person in Charge by interpreting and implementing library policy and working closely with the security monitor to resolve issues.
7. Participates in appropriate local, state and national organizations.
8. Participates in relevant training, continuing education and/or staff development.
9. Performs other duties as assigned.

WORK ENVIRONMENT

Work is normally performed in a typical interior/office environment with frequent visits to other organizations and outdoor events. This role routinely uses standard office equipment such as computers, phones, and photocopiers. Noise level may vary from quiet to loud. Some remote work may be available. The employee is required to work evening and weekend hours.

PHYSICAL REQUIREMENTS

1. Constantly operates a computer and other office machinery, such as printers and copiers.
2. Constantly communicates with staff, vendors, and patrons.
3. Constantly discerns items near and far.
4. Frequently inspects files and papers.
5. Frequently moves about building to interact with staff and patrons.