Amigos Library Services
President and Chief Executive Officer
Position Description

The purpose of this job description is to communicate the responsibilities and duties associated with the position of President and Chief Executive Officer.

Reports To: Amigos Board of Directors

Direct Reports:
- Chief Programs Officer
- Chief Financial Officer
- Executive Support Services Manager
Organizational staffing is 23 FTE.

Status: Active-Full-time; Exempt as defined by the Fair Labor Standards Act

Basic Functions:
As President, this individual provides creative and effective leadership for the organization working closely with the Board of Directors concerning planning and policy. The President represents Amigos in professional settings and engages with leaders from diverse organizations.

As CEO, this individual directs staff to develop, deploy, and maintain programs that meet member needs and assist members to explore new horizons.

The President and CEO is expected to be a passionate and effective advocate for the organization and its members.

Major Responsibilities:
1. Provide visionary leadership to the staff, the members, and the Board of Directors of Amigos Library Services.
2. Conduct the business of the organization in an entrepreneurial, mission-driven, cooperative, and transparent manner.
3. Develop and deploy organizational strategic and operational planning.
4. Investigate trends in technology, management, resources and services that will benefit member libraries.
5. Assess and evaluate member services for continuous improvement.
6. Build relationships to recruit and maintain members.
7. Provide regular reports to the Board of Directors.
8. Exercise fiscal responsibility.
9. Maintain open communication with the staff to ensure they are knowledgeable about Board direction, Board decisions, and Board leadership.

Requirements for Position:

Location:
Amigos is headquartered in Dallas, TX with an office in St. Louis, MO. The President and CEO is expected to oversee operations across the organization.

**Education:**
An ALA-accredited library school degree preferred. MBA or MPA desirable.

**Experience:**
Minimum qualifications include:
- Five (5) years of professional experience, including three (3) years in progressively responsible management and leadership, and leadership in a library service organization preferred.
- Work with multiple types and sizes of libraries or information agencies.
- Work in a collaborative team environment.
- Awareness of emerging technologies.
- Development of revenue plans as well as expense budgets.

**Required skills and knowledge:**
- Knowledge of non-profit organization management and governance.
- Provide leadership in an evolving political environment.
- Excellent oral and written communication skills.
- Interact effectively with staff, members, clients, decision-making boards, partners and vendors.
- Participate in and lead effective group decision-making processes at all levels.
- Apply management skills in an organizational environment.
- Provide organizational communication while working remotely.
- Exhibit strong commitment to excellent customer service.

**Other:**
- Possess valid state driving license.
- Travel is expected to consume 20% – 40% of work time.
- Preferred permanent residency in an Amigos member state.
- Recognize and define problems; collect pertinent data; establish facts; draw conclusions; and initiate and/or recommend appropriate action.
- Convey images, ideas, and goals to diverse group of personalities.
- Provide written and verbal instructions.
- Utilize complicated filing and document processing.
- Apply principles of logical thinking to continually develop the most efficient, effective ways of fulfilling job responsibilities.

**Equal Employment Opportunity Employer**

It is the policy of Amigos Library Services to provide equal employment opportunity without regard to race, color, religion, age, sex, sexual orientation, national origin, disability or veteran status. This policy relates to all phases of employment including but not limited to recruitment, employment, placement, promotion, demotion, transfer, reduction-in-force, termination, compensation, and selection for training or use of facilities. New employees will be selected and present employees will be promoted strictly on the basis of the individual’s qualifications to meet the needs of the organization.