EPFL Position Title: Chief Executive Officer
Baltimore City Classification: Executive Director II

HISTORIC TRADITION
The Chief Executive Officer of the Enoch Pratt Free Library of Baltimore City is one of the most historically significant librarian positions in this country. Enoch Pratt (1808 – 1896) was a Baltimore banker and investor in railroads, steamships, and coal. On January 21, 1882, he gave Baltimore City a free library, which, as he stipulated, “shall be for all, rich or poor without distinction of race or color.” At that time in the United States, Mr. Pratt’s stipulation was a dramatic declaration of equality and vision. This CEO position became open when Dr. Carla D. Hayden left to become the 14th Librarian of Congress in September 2016.

FUNCTIONAL RESPONSIBILITIES OF THE CEO

**Strategic Planning:** Directs the Library’s strategic planning process including participation of Staff and approval by Board of Trustees and Board of Directors; provides management of two other strategic plans – State Library Strategic Plan and the MAPLA Tech Plan.

**Board of Trustees/Directors:** Reports directly to Board, supports Board Committee activities, organizes quarterly meetings, provides needed administrative services, and implements Board policies and program decisions.

**Advocacy:** Insures that the Library’s educational value and civic usefulness is championed with the State legislature, the Mayor and City Council, agencies throughout the City, and the general public.

**Senior Staff Supervision:** Provides direct supervision, planning, and performance evaluations for all six Division Chiefs and the Communication Director; consults monthly with an expanded Leadership Team; assigns Team members to special projects as needed.

**Fund Development:** Serves as the primary fund raiser for the institution and provides direct supervision to Institutional Advancement Director and staff; with assistance from staff, actively cultivates donors and hosts multiple fund raising events. Actively manages the Trustee Budget to provide projects and services not covered in the annual City budget.

**Financial Management:** Approves annual City and State budgets developed by Administrative Services; implements and adjusts expenditures; establishes good working relationship with City and State legislators responsible for fiscal matters.

**Facilities Development and Management:** Implements long range renovation of 21 branch system; directs and consults regularly with the Director of Administrative Services, the SLRC Renovation
Committee, and the Architect Consultant on the multi-year comprehensive renovation plan of the Central Library building; approves all major design or construction changes; directs and works collaboratively with public service staff to insure high quality service especially in areas directly impacted by reconstruction; insures that staff welfare and morale are maintained; promotes transparent and up-to-date communication with the Board, Staff, and the public. Collaborates with the Director of Administrative Services in the expansion of hours and services based on the action of the State Legislature funding.

**Human Resource Management:** Approves all hires, terminations, and major disciplinary actions; signs off on all HR formal actions; hears appeals of major disciplinary actions; maintains and funds Library’s tradition of extensive professional development for staff; collaborates with the City and State leaders on the proposed expansion of service hours.

**Public Relations/Partnerships/Programs:** Develops good relations with local media as well as publicly elected officials; fosters a welcoming, supportive, and collaborative attitude with related service institutions and agencies; responds programmatically to the unique needs of smaller, local and neighborhood communities; exercises leadership in instituting innovative and non-traditional services (legal advice, tax assistance, job search) which respond to the urgent needs of urban patrons.

**City Administration:** Serves as a standing member of the Mayor’s Cabinet; collaborates with other Cabinet members in promoting mutual city and library goals.

**CREDENTIALS, KNOWLEDGE, SKILLS, EXPERIENCE NEEDED BY THE CEO**

- **Academic credentials:** master of Library Science (or MLIS) from an ALA accredited program, 10 years in library work, with five years of senior library management (or an equivalent background and experience that will enable the candidate to effectively perform the responsibilities of the position). Active participation and leadership in national or statewide professional associations. (Preferred credentials include a relevant advanced degree)

- **Technical librarian experience:** understanding of the wide range of developed librarian functions and familiarity with traditional and emerging models of library service; familiarity and competence with current electronic technology in information, data-based information systems, and personal communication devices.

- **Administrative skills:** demonstrated successful executive experience and competence in the following areas:
  - strategic planning
  - supervision of senior level staff
  - facilities management and development
  - fiscal administration
  - fund raising

- **Board accountability:** successful experience in working under the direction of a Board of Directors or Trustees; comprehension of and compliance with Board authority and recognition and provision of support service to Board members.
• Change-leadership and development: history of leadership of change management opportunities including design and implementation of new approaches to emerging demands or needs.
• Urban library services: leadership in developing creative responses with limited resources in communities beset by extreme social and economic needs