

**LEXINGTON PUBLIC LIBRARY  
CLASS SPECIFICATION**

**EXECUTIVE DIRECTOR**

**Code: 005  
Contract**

**GENERAL STATEMENT OF DUTIES**

Performs highly responsible administrative and professional library work of complex difficulty in directing all operations and activities of the Lexington Public Library system, a multi-site, comprehensive service system serving the City of Lexington, County of Fayette, and surrounding communities. The Director plans, organizes, directs, evaluates, and reviews the Library's resources, services, and programs. Work is accomplished through conferences with key subordinates who manage various organizational elements.

**SUPERVISION RECEIVED**

Work is performed under general direction of the Library Board of Trustees in accordance with broad policies and objectives outlined by the Library Board of Trustees, and is reviewed through reports to the Board and at regular Board meetings principally for results obtained.

**SUPERVISION EXERCISED**

Supervision extends to the entire staff of the library system, but is exercised directly through key professional subordinates who manage organizational elements of the library system.

**GUIDELINES**

Kentucky Revised Statutes; professional library service and administrative standards; applicable federal legislation, Library Board policy and instructions. LPL policies and procedures, position descriptions and site specific practices.

**CONTACTS**

Library Board and Advisory Board members, Mayor, Council, and other LFUCG departments; federal and state elected and appointed officials, state library staff, local and regional media; civic organizations; professional associations and colleagues.

**ESSENTIAL FUNCTIONS OF THE CLASS**

- Plans, organizes, and directs all activities concerning the administration of library services to Lexington and Fayette County, including a system of branch libraries.
- Oversees the preparation of agendas for meetings of the Library Board; attends Board meetings; prepares reports for, and reviews minutes of Board meetings; and advises the Board regarding library system policies.
- Confers with the Library Board and Board Chairman on policies and long-range library programs and the correlation of such policies and programs with activities and operations of the Lexington-Fayette Urban County Government.
- Recommends new policies to the Library Board and advises Board of new concepts in organization, procedures, equipment, and technology through periodic reports
- Conducts orientation for new Board members; arranges presentations and interviews with authorities on subjects relative to the Library's operation.
- Oversees the employment, retention, promotion, transfer, and termination of library personnel consistent with approved personnel policies, rules and regulations, and serves as final authority on all personnel matters.
- Chairs Director's Advisory Council Meetings that provide two-way communications with management staff regarding planning strategies, problem solving, and project development.
- Oversees the borrowing and investment of funds to ensure the smooth fiscal operations of the library system.
- Initiates budget calendar, approves budget procedures, and works with staff and the Board's Budget and Finance Committee to develop accurate forecasts of revenue and expenditures that are designed to be understood by Board members and the general public.
- Represents the library system at various professional conferences and public meetings; makes presentations, gives speeches, attends and chairs meetings.
- Serves as a resource person for Friends of the Library, a volunteer library support organization.
- Oversees the Library's participation in cooperative projects such as LEXNET, Inter-library Loan,

and the Carnegie Literacy Center.

- Lobbies congressmen and senators for increased federal funds for libraries; works with State Library and State Legislature to achieve progressive library legislation and funding for Lexington Public Library.
- Creates a climate of acceptance for new library concepts, programs and services, and a positive high-quality image of the Lexington Public Library through personal and professional contact with civic organizations such as Rotary, United Way, and the Chamber of Commerce.
- Performs related duties as required, or assigned.
- Interact and communicate pleasantly and effectively with diverse customers and staff, maintaining a positive and professional demeanor and providing friendly courteous service.

Note: This job description reflects Lexington Public Library's assignment of essential functions for this particular job; it does not prescribe or restrict the tasks that may be assigned at a later date or as may be needed.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Comprehensive knowledge of the principles, methods, and practices of professional library science and administration.
- Comprehensive knowledge of public management principles as they relate to library operations and administration-budgeting, planning, fund raising, etc.
- Thorough professional knowledge of reader interest levels and group and community interests, and a wide knowledge of professional library literature, multi-media, technology, etc.
- Thorough knowledge of the principles, practices, theory and applications of public personnel application.
- Demonstrated administrative ability and ability to organize, direct, and train a large staff of professional, paraprofessional, and other library personnel which compose the library system.
- Ability to analyze library system services in relation to needs of the community and to redirect library services consistent with changing public needs and established library policy.
- Ability to establish and maintain effective working relationships with community leaders, public officials, professional groups, and the general public.
- Ability to communicate effectively, both orally and in writing.
- Excellent human relations and inter-personal relationship skills.

### **MINIMUM EXPERIENCE, EDUCATION AND TRAINING**

Possession of a master's degree in library science including, or supplemented by, coursework in management and administration, and extensive progressively more responsible experience in professional library management, some of which shall have been as a director; or any equivalent combination of experience which provides the required knowledge, skills and abilities.

### **LICENSE/CERTIFICATION**

- Kentucky Certification of Librarianship issued by the Kentucky State Board for Certification of Librarians and the ability and intent to continue to qualify for and possess such certification.
- Must have a valid driver's license, with a safe driving record.
- Must successfully pass a background investigation.

### **PHYSICAL AND MENTAL REQUIREMENTS**

Work requires normal physical attributes required for walking, standing, sitting, operating office equipment, communication equipment, lifting, moving, carrying light equipment, supplies, etc.

### **HAZARDS/UNUSUAL WORKING CONDITIONS**

- Many activities require travel throughout the Lexington, Fayette County community and require incumbent to have or arrange for own transportation.
- Most of the time, work involves only exposure to normal, everyday risks encountered in an administrative office/technology environment.
- Work is subject to deadlines and inherent in tailoring and delivering library services to meet the needs of many divergent groups.
- Available 24 hours a day, on-call, to respond to emergency situations.

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