

Mid-Hudson Library System
Job Description

Job Title: Executive Director

Reports To: Board of Trustees

FLSA Status: Exempt

Telecommuting Eligible

Prepared By: lbv, msn, ts

Prepared Date: July 2011, April 2018

Approved By: msn

Approved Date:

Summary: Directs, administers and coordinates the planning, development and maintenance of the System and its programs and services established by the Board of Trustees, State Education Law, the System Plan of Service, and State and Federal laws and regulations. Serves as strong advocate for libraries at local, state and national levels. Acts as advisor and consultant to member libraries.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Board Relationship

- a) Reports to Board of Trustees on all matters pertaining to System policy, finances, other matters of significance and any matter which the Board shall request
- b) Prepares agendas and oversees preparation of reports for the Board meeting packet and/or Board Committee meetings
- c) Attends and participates in System Board meetings (e.g., Board Committee Meetings, Special Meetings)
- d) Keeps Board informed on current regional, state and national library issues and trends as they affect the System, its members or the profession
- e) Facilitates planning and implementation of annual orientation for MHLS Board members

Fiduciary

- a) Oversees preparation of the annual budget and regular budget reports
- b) Monitors expenses
- c) Insures the fiscal integrity of the System (e.g., balanced budget) including adequate reserve funds for operations, contingencies, and capital maintenance and improvements
- d) Reviews and authorizes contracts
- e) Oversees the annual review of the MHLS Fiscal Policy Manual

Plans and Services

- a) Oversees the development, implementation, review and evaluation of the Plan of Service ensuring MHLS service are prioritized and a measurable action plan is implemented for each service
- b) Administers the Direct Access Plan
- c) Coordinates the preparation of reports required by the state, including annual progress reports for the Plan of Service, budget applications, and Technology Plan
- d) Assists member library staff and trustees to better meet the needs of their patrons through the use of MHLS services, as identified in the Plan of Service

Leadership and Management

- a) Hires, evaluates and directs System staff and policies
- b) Oversees maintenance and enhancement of physical plant, developing and implementing a MHLS Capital Improvement Plan¹
- c) Negotiates and authorizes contracts
- d) Advocates locally, regionally and nationally on behalf of public libraries to increase greater public awareness of libraries, increase community support, and facilitate sustainable funding

¹ A Capital Improvement Plan (Program), or CIP, is a short-range plan, usually four to ten years, which identifies capital projects and equipment purchases, provides a planning schedule and identifies options for financing the plan.

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Supervisory

- a) Interviews, hires, and trains subordinate supervisors; Takes responsibility for subordinate's activities; Develops subordinates' skills (e.g., professional development) and encourages growth; Makes self-available to staff
- b) Plans, assigns, and directs staff work; appraising performance; rewarding employees; addressing complaints and resolving problems
- c) Directs disciplining employees (e.g., agreement between CSEA & MHLS regarding discipline, grievance and arbitration)
- d) Oversees personnel policies with the Business Office Manager

Member and Community Relations

- a) Coordinates the planning, implementation, and evaluation of the MHLS Annual Membership Meeting
- b) Maintains good working relations and open communication with individual member library directors, trustees, government officials, community groups and organizations (e.g., Director's Association, County Library Associations, Library Visits)
- c) Coordinates with others efforts to collaborate with other library systems on projects that benefit member libraries

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements and competencies listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Analytical Thinking - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Communication Ability - Express ideas clearly and effectively, both orally and in writing. Reads and listens for clarification; Responds well to questions; Speaks or writes clearly to report, persuade, advocate; Responds positively to criticism or negative situations; Demonstrates group presentation skills; Participates in meetings.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Language Skills - Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Write reports, business correspondence, and procedure manuals. Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Management - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

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Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Strategic Thinking – Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Visionary Leadership – Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments; Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others; Recognizes and reports unsafe conditions.

Education and/or Experience: Master's degree (MLS) from an ALA-accredited institution with eight or more years of post-MLS experience at least two years of which must have been in an administrative capacity.

Certificates, Licenses, Registrations: MLS. NYS Public Librarian Certificate.

Other Skills and Abilities: Be familiar with, or demonstrate the ability to become familiar with the unique relationship between local libraries and library systems in New York State.

Be a visible leader willing to become thoroughly acquainted with the System needs and the needs/personnel of the member libraries.

Be an exceptional listener and communicator with outstanding interpersonal skills.

Be an administrator who empowers others but remains accountable for all areas of planning, oversight, personnel and budget.

Be a public librarian with exceptional experience, flexibility and vision to help the System provide continuing high levels of service to our member libraries in our current economic climate, and to help the System evolve to meet future needs and constraints.

Possesses a thorough knowledge of modern library organizations, procedures, policies, aims and services. Keeps abreast of current practice in the profession through reading, networking with colleagues, attending local and regional workshops and conferences; remains active and maintains a high level of professional recognition. Represents the System at local, regional and statewide activities, and encourages staff participation in same.

Works in teams on MHLS and member library projects; Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

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Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to stand.

Frequent travel required within the Library System service area.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.