



Executive Director

Revision Date:	March 2018
Department:	Administration
Job Grade:	12
FLSA Status:	Exempt
Number Supervised:	FT: 6 PT: 3
Reports To:	Library Board of Trustees

General Description

The Executive Director works closely with the Library Board to accomplish the Library's mission. This position administers all library activities and services as directed and outlined in the policies adopted by the Board of Trustees. The Executive Director also plans, organizes, develops and directs the operation of the Library. The person is the face of the Library in both the La Grange and greater library community and models the standard and philosophy of service for the Library Staff and Trustees.

Major Duties and Responsibilities (to include, but not limited to)

Administration

1. Supervises the general day-to-day operation of the Library.
2. Directly or through subordinates, hires, trains, evaluates, and disciplines employees, assigns and monitors work, and promotes staff development opportunities.
3. Drafts and revises annual levy request and operating budget for Library Board approval; presents the adopted budget to local officials; monitors and approves expenditures as directed by the Library Board; administers gifts, state and federal money.
4. Signs contracts and agreements as the Library agent.
5. With the assistance of the Board of Trustees and the Library Staff, oversees the development of and updating of the Library's Strategic Plan.
6. Facilitates internal communication and good morale through staff meetings, staff training days, and other forms of open dialogue.
7. Prepares, presents and interprets regular statistical, financial, and narrative reports including but not limited to monthly board reports and the annual state report.
8. Conducts ongoing evaluations of existing library programs, services, policies, and procedures and makes recommendations to the staff and the Board for improvements.
9. Actively seeks, applies for and facilitates the use of grants and other forms of alternative funding.
10. Ensures the Library's compliance with all federal, state, and local laws.
11. Actively participates in professional organizations, attends professional education programs, and keeps up with professional publications.

Board of Trustees

1. Reports regularly to the Board on operational, staff and service issues; acts as the conduit between the Board and the Staff to ensure smooth implementation of policy within the daily operations of the Library.
2. Administers board policies and advises Board on policy formulation insofar as it affects library functions and services; works with the Board to develop responsive library policies.
3. Sets annual objectives in line with the Strategic Plan and reports on progress periodically; presents an annual report to the Board based on these objectives; coordinates similar annual reports for all Department Managers to present to the Board.
4. Supports and advises the Board in its fundraising initiatives.
5. Keeps Board members informed of advancements and changes in the library field; plans and recommends development needs and improvements of library services.
6. Informs and advises the Board as to local, regional, state, and national developments as they relate to the Library.
7. Attends and participates in monthly Board meetings and committee meetings, as an ad hoc, non-voting member; prepares meeting agendas and necessary documents in cooperation with the Library Board President.
8. May serve as spokesperson for the Board in speaking to the news media and within the community.



Facilities

1. Responsible for overseeing the maintenance of physical facilities, technology equipment and grounds; makes recommendations for and plans for improvements and repairs.
2. Responsible for creating and updating the disaster plan and emergency procedures, conducting safety drills, and maintaining all library security systems.

Collection and Services

1. Oversees the development and execution of an array of service programs to address the various needs of users and to make the Library as accessible as possible to all users; evaluates library services and makes recommendations for improvements.
- 2.
3. Continually investigates the value, costs and logistics of adding library services, new media, and new technologies in order to keep the Library current and proactive in its service to the public.

Public Relations / Public Service

1. Monitors changing needs of the community and promotes library services through the attendance at public meetings and special programs and through speaking engagements.
2. Works with elected officials, school officials, civic organizations, local businesses, and the Friends of the Library to develop programs and resolve problems.
3. Coordinates library resources with other organizations and agencies in the community.
4. Assists and guides local volunteer organizations (e.g., Friends of the Library) who wish to help with Library promotion, fundraising, and enhancement of services.

Performs other duties as assigned.

Contacts Outside of Library

- La Grange residents
- Board members
- Local government officials
- Local businesses and the LaGrange Business Association
- Local agencies and schools
- Reaching Across Illinois Library System (RAILS), American Library Association, Public Library Association, Illinois Library Association and other professional organizations
- Volunteers and Friends of the Library
- Press

Necessary Knowledge, Skills and Abilities

1. Ability to empathize and relate to patrons and community needs; a strong commitment to customer service
2. Ability to inspire and encourage, coupled with the ability to make difficult decisions
3. Ability to foster a culture of inquiry, listening to all opinions
4. Ability to meet people easily and to participate effectively in the cultural and intellectual activities of the community
5. Thorough knowledge of modern management principles and practices as they relate to the administration of public libraries
6. Working knowledge of budgetary and accounting processes
7. Thorough knowledge of professional public library principles, practices and procedures along with current trends and developments in the library world
8. Working knowledge of local, state, and federal laws as they relate to the library
9. Ability to motivate, direct, and supervise professional, paraprofessional, and clerical library staff in a manner conducive to full performance and high morale
10. Ability to exercise initiative and make independent decisions
11. Ability to establish and maintain proper priorities and meet deadlines, to work within a confidential environment, and to produce and maintain accurate files and reports
12. Ability to learn new technology and communicate this knowledge to patrons and staff.
13. Working knowledge of Windows operating system, MS Office applications, and the internet.



14. Ability to communicate effectively in English, both orally and in writing

Qualifications for Appointment

1. MLIS or MLS degree from an ALA-accredited library school
2. Five years of progressively-responsible professional public library experience, at least 3 of which demonstrate management ability in administration, budgeting, planning, fundraising and supervision
3. Must be available evenings and weekends
4. Must be an active member of at least two professional library associations

Working Conditions

Office conditions

Physical Demands

Walking, standing, sitting

Lifting and carrying moderately heavy (up to 20 lb.) loads

Extensive hours of computer use

Other Essential Job Requirements

On occasion, this position requires attendance at meetings and training outside the Library within Illinois. The position may also require visits to La Grange area schools or businesses for site visits. Must have access to reliable transportation.