



JOB DESCRIPTION

JOB TITLE:	Executive Director	FLSA:	Exempt
DEPARTMENT:	Administration	GRADE:	
REPORTS TO:	Board of Directors	DATE:	
STAFF SUPERVISORY RESPONSIBILITY:	Yes		

SUMMARY:

Responsible for executive and administrative duties in the direction of all operations and activities of the Allen County Public Library System; oversees the planning, organizing, directing, evaluation and review of the Library's resources, services and programs to respond to the needs of the community.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Ensures the efficient overall administration and operation of the Library.
- Exercises executive decision-making skills, including formulating Library policies, plans and procedures; administrative staff development; project direction and oversight; and addressing and resolving human resources issues.
- Confers with the Library Board on policies and long-range library programs; recommends new policies and advises of new concepts in organizations, procedures, equipment, and technology through reports; prepares reports for and advises on progress toward goals, budget issues and planning.
- Leads the senior management team in goal setting, personnel administration, program initiation, training, problem solving and achievement of objectives.
- Plans, develops, directs and implements library services for the System; develops a plan which includes strategic goals; evaluates library services and determines future action; oversees collection development.
- Oversees budget preparation, and development plans for capital expenditures; and oversees negotiations of contracts for services provided to the library; researches or supervises the preparation of statistical reports regarding library operation, finances and program.
- 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; provides leadership and training for staff.
- Prepares for the Library Trustee Board period reports on activities from both the Allen County Public Library Foundation Board and the Friends of the Library Board.

ESSENTIAL FUNCTIONS: (continued)

- Serves on the Friends of the Library Board of Directors, attends bimonthly meetings and updates them on the work of the Library.
- Represents the Library System at various professional conferences and public meetings; makes presentations, attends and chairs meetings; works with the library system, state library and state legislative body to achieve progressive library legislation and funding for public libraries and collaborative efforts.
- Participates in professional library organizations concerned with trends and innovations related to public needs and services; keeps abreast of advances in technology, and plans for applications to improve and enhance library services; serves as one of the official spokespeople for the Library
- Promotes and supports the overall mission of the Library by demonstrating courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Master's degree in Library/Information Science from an ALA accredited program; AND ten (10) years of professional librarian experience, or six (6) years of professional experience that includes three (3) years administrative experience.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Driver's License.
- State of Indiana Library Certification LC1

Required Knowledge and Skills

Required Knowledge:

- Professional public library operations.
- Current trends and developments in the fields of executive leadership, management, and public administration.
- Finance and accounting, including financing methods, public and private funding sources; and complex budget development, administration, and control.
- Complex project planning methods and techniques.
- Pertinent Federal, State, and Local laws, regulations, and ordinances.
- Library policies and procedures.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Techniques and practices for efficient and cost effective management of resources.

Required Knowledge: (continued)

- Techniques for working with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.
- Principles and techniques of making effective oral presentations.
- Correct business English, including spelling, grammar and punctuation.

Required Skills:

- Planning, organizing and administering a comprehensive and varied library operations and services operations.
- Administering programs and staff directly and through subordinate supervision.
- Analyzing the implications of various business and organizational situations pertaining to the Library so as to render sound, logical decisions.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Providing consulting services to supervisors and managers.
- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion and prudence in working with those contacted in the course of the work.
- Making effective oral presentations to large and small groups.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

PHYSICAL/MENTAL REQUIREMENTS:

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

Mobility to work in an office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 10 pounds; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.

WORKING ENVIRONMENT:

Work is performed in an office setting.

Travel required to branches and office locations throughout the Library system.