DAYTON METRO LIBRARY
POSITION DESCRIPTION

JOB TITLE: Executive Director          DEPT: Administrative Services
GRADE: S17                              FLSA: Exempt
REPORTS TO: Board of Library Trustees   DATE: 11/2016

BASIC FUNCTION: Plans and directs the Dayton Metro Library in accordance with the Mission, Goals and Strategies established by the Board of Library Trustees. Formulates effective strategies and presents policy recommendations. Has overall responsibility for the organization's budget and financial planning process. Serves as Clerk Treasurer to the Board of Library Trustees with all fiscal and legal responsibilities required in the position.

ESSENTIAL JOB DUTIES:
1. Plans, organizes, staffs, and directs the Library based on a Board approved strategic plan, available resources, and in accordance with the Ohio Revised Code.

2. Submits recommendations on library policies, services and fiscal activities to the Board. Approves programs, services, and procedures developed by staff to meet Board approved goals and objectives.

3. Develops and coordinates programs for new and revised services and facilities to meet the changing needs of the Library. Prepares building programs and works closely with architects, engineers and contractors in order to insure compliance with the program.

4. Promotes support of the Library through regular contacts with local, state and national elected and appointed officials and other community leaders on issues relating to the Library.

5. Appraises the organization's financial position and recommends strategies to the Board for achieving financial stability, liquidity, and growth. Directs and analyzes studies of general economic, business, and financial conditions and their impact on the organization's policies and operations. Plans, organizes, and directs on-going and special funding programs. Oversees and directs treasury, budgeting, audit, tax, accounting, purchasing, real estate, long range forecasting, and insurance activities for the organization.

6. Analyzes departmental budget requests in the preparation of a budget for submission to the Board of Library Trustees based on the needs of the system. Presents budget needs, with appropriate justification, to the County Budget Commission. Approves and certifies all expenditures of funds in accordance with the Appropriation Resolution approved by the Board of Library Trustees.

7. Insures free and open communication at all levels of the Library organization.

8. Develops staff appropriate to the Mission and Goals of the Library. Recommends personnel actions to the Board of Trustees.

9. Actively participates in a variety of community organizations and activities and in state and national library associations.

10. Interprets the library needs of the community and implements services and programs and provides library materials to meet those needs.
11. Maintains currency in all aspects of librarianship.

**Supervisory Responsibilities:** Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees, planning, assigning, and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

**COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies.

**Adaptability/Innovation:** Welcomes and adjusts to changing situations, conditions, and work responsibilities. Develops and implements resourceful ideas that provide positive solutions to all types of workplace challenges.

**Communication:** Connects with others, both verbally and via written means, to effectively provide thoughtful, timely, and accurate information across all organizational levels and with all appropriate people in a professional manner.

**Customer Service:** Proactively, effectively, and pleasantly meets the needs of both internal and external library customers. Prioritizes service to patrons above all other tasks.

**Dependability/Accountability:** Takes personal responsibility for the quality and timeliness of work and achieves results with little oversight.

**Organizational Support:** Understands and supports the library's mission, vision, culture, and structure and demonstrates a comprehensive understanding of the library's policies and procedures. Supports everyone’s efforts to succeed. Works effectively as part of a team.

**Collaboration and Engagement:** Builds relationships and establishes partnerships with colleagues, community organizations, government agencies, and other strategic stakeholders. Gathers and shares stories that illustrate the Library’s capacity to achieve outcome-based results.

**Leadership:** Sets and models high performance standards characterized by integrity. Earns the trust and respect of others by coaching, inspiring, and empowering teams to achieve strategic objectives.

**Personnel Management:** Attracts, retains, and motivates staff to work toward shared objectives. Coaches, directs, and supervises employees in the most effective manner. Manages the performance of staff in order to achieve the goals of the Library.

**Project and Change Management:** Embraces change and implements recognized strategies and techniques to build commitment, understanding, and acceptance of imminent changes by all stakeholders. Plans and implements projects using well-known project management principles and procedures, while continuously monitoring, evaluating, and adapting the project’s progress as needed.

**QUALIFICATIONS:**

**Communication Skills:** Ability to maintain effective relationships with Board members, community officials, leaders, organizations, the public, staff and all levels of library constituents. Ability to read, analyze and interpret complex documents. Ability to respond effectively to sensitive inquiries or complaints from patrons, regulatory agencies, or members of the business community. Ability to write reports, business correspondence, and documents using original or prescribed techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.
**Education and Experience:** Ability to oversee operations and personnel of entire library system. Thorough knowledge of professional principles, practices, and methods of library science and administration. Ability to analyze library needs and to develop and maintain a library materials collection and a library program to meet those needs. Knowledge of laws, rules and regulations relating to library operations. Knowledge of administrative and personnel management methods and techniques. Ability to hire, train, evaluate, motivate and lead staff. Ability to manage effectively in a union environment. Ability to prepare and administer budgets. Valid Ohio driver’s license, acceptable motor vehicle record, and continuous insurability required. MLS from an A.L.A. accredited program supplemented by advanced courses or institutes in library management. Minimum of ten years of increasingly responsible experience at a professional level that included at least five years in a top library management position.

**Equipment, Tools, and Materials:** Ability to frequently use computer equipment and standard office equipment. Ability to periodically drive vehicle.

**Math Skills:** Ability to develop and implement cost saving measures. Ability to work with mathematical concepts such as probability and statistical inference. Ability to direct activities associated with budgeting, accounting, purchasing, and long range forecasting. Ability to apply concepts such as fractions, percentages, ratios, and proportions to budgeting situations. Ability to present numerical data effectively.

**Physical Requirements:** Ability to occasionally carry, hold, lift, reach, stoop and turn. Ability to frequently grasp, sit, stand, walk, and use keyboard. Specific vision abilities required for this job include close and distance vision. Ability to speak and hear required.

**Technical Skills:** Ability to understand the use of technology in the various operations of the library. Knowledge of the latest technological advances in the library profession. Ability to use Internet, e-mail, spreadsheet, and office software. Ability to learn automated system functions used in carrying out job duties. Ability to operate in a network environment.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and must demonstrate the necessary skills, knowledge, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The above reflects general information considered necessary to describe the essential functions of the job and shall not be construed as an exhaustive statement of duties, responsibilities or requirements that may be inherent in the job. It is not intended to limit the right of any supervisor to assign, direct, or control the work of employees under his/her supervision. The use of a particular expression to describe duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.