Chillicothe & Ross County Public Library

Executive Director

Supervisor: Board of Trustees
Position: FLSA Exempt
Pay Band: Set by Board

Position Summary

The Executive Director provides executive leadership and effective administration and management of the library in accordance with its mission, goals, objectives, and values. The Executive Director leads staff in making the library an increasingly integral part of the community and ensures that the library is recognized for operational excellence. The Executive Director represents and promotes the library to the community, encourages use of the library by all citizens, and communicates the value of the library to the community.

Essential Duties & Responsibilities

Organizational leadership

- Develop and communicates a strong vision and expectations to staff to ensure that the library is proactive and responsive, patron and community centered, forward thinking and mission driven.
- Advocate for the library before government, patron, community, and the general public.
- Stays current with new ideas and trends among libraries.
- Effective decision maker and problem solver—gathers input, makes timely decisions, and communicates results.
- Encourage growth and development of staff.

Business and financial stewardship

- Knowledgeable about financial activities and needs of the library.
- Ensure that library funds are spent appropriately, in the best interests of the library and its users.
- In partnership with the Chief Fiscal Officer, provides the Board accurate, understandable information about the financial status of the library through regular financial reports.
- Make well-supported budgeting recommendations to the Board.
- Explore and propose to the Board new potential sources of finance for programs and services.
- Ensure all governmental and legal requirements of the library are met.

Service to library users

- Understands the needs of the library's users and community and seeks to fill those needs with the organization's programs, collections, and services.
- Gains respect and support of others persons and organizations that come in contact with the Library.
- Articulates clear vision to staff about the paramount importance of the library's users and models best practices behavior.

Community relations

- Serves as the face of the library in the community and is accessible to patrons, community officials and media.
- Develops a cooperative working relationship with community leaders, organizations and agencies
- Effectively represents, promotes and advocates the library's interest with governing authorities and state and national associations.

- Encourages and promotes staff involvement in community activities.
- Understands the needs of the community and how the library can best meet those needs.
- Has a strong and evolving understanding of the library's current and future role in the community.

Board relations

- Keep Board of Trustees informed about issues, needs, and operations of the library.
- Provide direction to the Board when needed on issues requiring board action and makes appropriate recommendations based on thorough study and analysis.
- Interpret the intent of and executes Board policy.
- Seek and accept constructive criticism of work from the Board.
- Understand the role of the director and the board in the creation and execution of board policy.

Personal characteristics that impact job performance

- Maintain high level of ethics, honesty, and integrity in personal and professional relationships.
- Exercise good judgment in arriving at decisions in a timely fashion and communicates those decisions clearly.
- Listen carefully to the suggestions of staff and community and responds appropriately.
- Respond well when faced with unexpected/disturbing situations.
- Remain open to ideas, suggestions and criticisms from the Board and staff.
- Objectively evaluate staff, programs, policies and general library activities to look for opportunities for improvement.

Personnel management and development

- Quantify the need for staff development funds, actively campaigns for them and account for their use.
- Analyze staff functioning periodically with the objective of combining, eliminating, and/or creating new positions.
- Engage in equal opportunity employment and affirmative action hiring practices.
- Actively participate in the new hire selection and hiring process
- Work closely with department heads, delegating responsibilities as appropriate.
- Inspire staff to do their best work by acting as a supporter and motivator; providing necessary resources, encouragement an appreciation.
- Address performance issues and takes actions necessary to correct problems both with staff and themselves in a direct and fair manner.

Innovation and improvement

- Regularly seek out and propose new ideas to the Board for better service to library users and the community demonstrating concern for quality and improved results.
- Constantly push to improve efficiency and effectiveness.
- Anticipate change and develops appropriate coping strategies.

Planning and problem solving

- Establish strategic goals that enable the library to better serve the community and anticipate future needs.
- Create a vision that keeps the library on the cutting edge in collections, services, programming,

and technology.
- Establish clear long and short term objectives that are attainable and promote betterment of the Library.

Interpersonal effectiveness

- Establishes rapport and maintains productive relationships with subordinates, board, library users, and community.
- Handles differences openly, candidly, and constructively with the best interests of the library in mind.
- Seeks input from others; creates a collegial atmosphere where ideas and information are easily exchanged.

Qualifications

- Masters in Library Science from an ALA-accredited graduate program or advanced degree in a related field strongly preferred.
- Three years of progressively responsible supervisory experience in a public library or three years of experience working in a senior executive capacity for a non-profit or service organization would be considered.
- Experience in human resource management, budgeting, technology planning and implementation, community relations, project management and long-range and strategic planning.
- Valid driver's license.

Supervisory/Management Responsibilities

The director is responsible for overseeing all aspects of the daily operations of the library and exercising authority in regard to human resources, financial management, strategic planning, patron services, library technologies, building facilities, collection development, and community partnership relations.

Interaction

Frequent interaction with library employees, patrons, Board of Trustees, contractors, agencies, vendors and the community at large.

Computer/Technology Skills/Equipment/Software Skills

Common technology used in this position includes but is not limited to Outlook, Data Entry, Electronic Resources, SirsiDynix ILS, Microsoft Programs, Intranet (StaffNet), Internet (www.CRCPL.org) Laptop, and other library-related software applications.

Travel Requirements

Travel by automobile is required for position management responsibilities and training.

Frequency of travel: Occasional

Physical Demands

Ability to regularly lift/push/pull up to 50 pounds.

Often required to perform tasks at a desk for extended periods of time.

Manual dexterity and physical ability to perform essential duties requiring continual standing, reaching, bending, and walking.

Nature of work requires an ability to effectively communicate and exchange information, collect, compile, and prepare work documents operating standard business office equipment.

Work Environment

Majority of the work performed in a general office/library setting.

Telecommute Potential: 20%

Requires availability for extended or nontraditional hours as needed to perform job duties.

Requires periodic participation and attendance at related library events and training.

Disclaimer

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.