

Chief Executive Officer's Job Description

I. Summary of Responsibilities

The Chief Executive Officer is the chief operating officer of the library with major administrative responsibility for implementing Library Board policy and recommending, designing, implementing, directing, supervising and evaluating an active program of educational, cultural and information services relevant to the Hauppauge/Islip community in accordance with the goals and objectives established by the Board of Library Trustees.

II. Responsibilities to Guests

- 1) Provides a quality collection that meets the needs of the public.
- 2) Envisions and interprets community needs, developing new programs and services for all segments of the community.
- 3) Assures that the staff is responsive to the Guests and deals with them in a pleasant and professional manner.
- 4) Resolves complaints from the public, staff and Library Board.
- 5) Assures that the library environment is pleasant and the facilities and services meet Guest needs and are easy to use.

III. Responsibilities to the Board

- 1) Recommends policies and advises the Board on operational, fiscal, staffing and facilities matters.
- 2) Meets with the Library Board and its committees to discuss and plan policy recommendations.
- 3) Keeps the Library Board informed on matters pertaining to libraries.
- 4) Supervises the preparation of reports and collection of data and presents their report at each Board of Trustee meeting.
- 5) Establishes priorities and makes recommendations to the Library Board.
- 6) Works closely with the Board committees to carry out their directives.
- 7) Prepares agendas for Library Board meetings.
- 8) Assists in the orientation and education of Board members.
- 9) Maintains confidentiality of Board matters.
- 10) Performs other duties as may be assigned by the Library Board.

11) Presents an annual state of the Library report to the Board of Trustees each year at the July Board of Trustees meeting. Included in this report will be a summary of the successes and failures of the previous year and a listing of the primary plans and goals for the coming year

IV. Fiscal Responsibilities

- 1) Develops and recommends an annual budget and administers expenditures of funds within budget constraints.
- 2) Performs budgeting, financial, and purchasing functions of the library.
- 3) Advises designated committees, of the Library Board, on financial matters as needed.
- 4) Carries out responsibility for the care, custody and control of all funds of the library including the investment of funds in accordance with New York State statutes.

V. Collection Responsibilities

- 1) Assures that the materials selected and the services provided meet the needs of the Guests and represent a judicious expenditure of funds.
- 2) Supervises and approves the selection and purchase of all library materials, equipment and services.
- 3) Supervises the development, implementation and evaluation of library programs and services.
- 4) Supervises the efficient circulation of materials to keep them readily available.
- 5) Supervises an eradication program which assures that the collection is current with the needs of the Guests.

VI. Staffing Responsibilities

- 1) Determines staffing requirements and hires the personnel necessary to meet those needs.
- 2) Supervises the selection, training and evaluation of library staff.
- 3) Assigns duties, defines staff responsibilities, establishes lines of authority and delegates work to library staff.
- 4) Works closely with supervisors and department managers in interpreting library policies.
- 5) Assures that personnel are properly trained and promotes individual development.
- 6) Assures that there is an effective and fair evaluation of all personnel and that proper records are maintained.
- 7) Informs the Board of recommendations for promotion and salary adjustments.
- 8) Informs the Board of disciplinary and possible dismissal actions.
- 9) Administers wages and benefits according to policies approved by the Board.

10) Serves on library committees.

11) Balances and coordinates all employees and activities into a smooth operation.

VII. Facilities Responsibilities

1) Assures that the physical facilities, grounds and equipment are properly maintained, updated and safe for use.

2) Oversees the library's human, material, equipment and facilities resources.

3) Evaluates and develops plans for effective allocation and utilization of building space to meet the changing needs of the library.

4) Negotiates contracts with vendors for necessary services.

VIII. Public Relations Responsibilities

1) Maintains contacts with community and school officials to assure that good relationships and communications are maintained.

2) Communicates the library's services, resources and programs to the community.

3) Represents the library in the community and governmental, organizational and professional affairs and activities.

4) Serves as liaison and representative for the library with professional, community, business, civic, and governmental groups and organizations.

5) Keeps the public informed about library services and activities through the use of in-house publications and newspapers.

6) Assures that good communications and relationships are maintained with the library's neighbors.

IX. Professional Responsibilities

1) Presents and promotes a professional atmosphere both in and out of the library.

2) Represents the library through participation in professional library organizations.

3) Works with other libraries through participation in professional library organizations to develop and promote cooperation in the delivery of library services.

4) Keeps abreast of current trends and new professional techniques.

X. Planning Responsibilities

1) Develops and recommends an annual operational plan and a long range plan when requested by the Board; ensures that the plans are carried out within budgetary constraints and at the discretion of the Board.

XI. Position Requirements

- 1) Experience in professional library management and administrative positions.
- 2) Ability to deal effectively with Library Board, staff, public, other professionals and government officials.
- 3) A comprehensive knowledge of public library finance, and applicable federal and state law.
- 4) Thorough knowledge and demonstrated competence in library automation and technology.
- 5) Excellent written and oral communications skills.

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