

Arrowhead Library System Job Description

Class Title: Executive Director

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NATURE OF WORK

Professional library work, exclusively of an administrative nature. This position is the chief administrative officer of the library system.

The employee in this class is responsible for establishing and directing the program of library services for the Arrowhead Library System, both a regional public library system and a multicounty, multitype library cooperative, and providing services to member libraries and other participating agencies. Promotion and development of standards, and determination of policies are vital elements of the work. Program policy and guidance are received from the Arrowhead Library System Governing Board with wide latitude being given in direction of professional activities.

SUPERVISION AUTHORITY

Supervision of professional and support staff is exercised both directly and indirectly.

EXAMPLES OF WORK

- Plans, organizes and directs the activities of the System. Maintains an effective relationship and communicates regularly with the Board in developing the programs and services of the System;
- Provides direct supervision of the work of the professional staff and other staff as needed. Indirectly supervises all ALS staff and may give direction to any personnel;
- Interviews, ranks, and hires professional and support staff;
- Advises and gives general library management and operations assistance to member libraries;
- Works with professional staff to develop the budgets for both ALS and the Multitype, submits budget actions to Board for approval, and monitors System expenditures;
- Visits member libraries and confers with librarians, library boards, and local officials on local issues;
- Attends and participates in regular meetings of the Council of Regional Public System Administrators (CRPLSA);
- Accountable for the preparation of all reports on System activities;
- Anticipates the need for, and recommends, policies to the Governing Board;
- Communicates with and reports to the Governing Board on a regular basis;
- Confers with local (city, county, state) governmental bodies, including regular communication concerning funding issues;
- Responsible for promotional programs of the System, including representing the System to outside agencies and the public;
- Performs related work as required;

- Coordinates development of a strategic plan for the System in cooperation with ALS staff and/or ALS Board members; provides leadership in implementing and attaining goals and objectives, and in the improvement of library services; Collaborates with other partners to achieve organizational mission;
- Responsible for compliance with the provisions of applicable state and federal laws, rules and regulations.

KNOWLEDGE AND SKILLS

- Extensive knowledge of current library materials;
- Thorough knowledge of professional library techniques, systems and procedures, as well as state and federal grant and other assistance programs;
- Thorough knowledge of recent developments in library techniques and administration;
- Ability to supervise a staff of professional and clerical workers, including extensive knowledge of management and supervision techniques and collective bargaining agreements;
- Ability to plan, organize and direct a multi-county program of professional library services;
- Working knowledge of integrated library automation systems, word processing systems, spreadsheets, and e-mail systems;
- Must have the ability to foresee the need for, and manage development of, new programs and policies;
- Ability to remain flexible, receptive, and adaptive to change while encouraging the same qualities for System staff;
- Ability to analyze recent developments in the field and adapt them to local conditions;
- Ability to prepare reports and write articles for professional publication;
- Excellent verbal and written communications and interpersonal skills, including the ability to address groups on professional topics.

MINIMUM REQUIREMENTS

- Completion of a four-year degree plus ALA accredited master's degree in library science;
- Broad and extensive experience in all phases of professional library work, with at least five years of professional library experience and at least three years in a responsible administrative/supervisory capacity;
- Excellent verbal and written communications and interpersonal skills.

PREFERRED REQUIREMENTS

- Ability to adapt to the needs and demands of member institutions, and regional stakeholders;
- Demonstrated success in advocacy, policy, and legislative efforts at the local, county, and state levels;
- Financial experience with diverse public revenue streams and effective management of taxpayer funds;
- Experience working in a system or consortium with shared integrated library system.

WORKING CONDITIONS/REQUIREMENTS

- Valid driver's license;
- Willingness to work a flexible schedule;
- Travel required both intrastate and interstate to attend meetings and conferences.