

## **EXECUTIVE DIRECTOR**

Title of Immediate Supervisor: Pioneerland Library System Board

Accountable for: ILS Systems Librarian/Technology Coordinator, IT Systems Specialists, Technical Services Coordinator, Accounting Manager, Head Librarians and Administrative Assistant

Division: Pioneerland Library System

Department: Administration

FLSA Status: Exempt

Pay Grade Assignment: 17

### **Job Summary**

Provides leadership and guidance to the overall operation and development of the Pioneerland Library System through recommending policies, new services, and developing the annual budget. Establishes goals and objectives through strategic planning, budgeting, supervising professional library staff, and representing the Library System to various city, county state, and other organizations and service groups.

### **Essential Duties and Responsibilities**

- \*Provides leadership and guidance to all library staff in the operations and delivery of library services by developing short and long-term plans for the efficient operation of the library system.
- \* Researches and formulates recommended policies, rules and procedures for Library board consideration and approval.
- \*Plans for current and future technological improvements and expenditures for the library system operations and service delivery.
- \* Responsible for overall financial management and control, including responsibility for Library Board governance activities related to their fiduciary responsibilities.
- \*Communicates with city councils, county boards, and community organizations regarding operational and fiscal requirements of local libraries.
- \* Determines and prepares agenda and materials for Library Board meetings.
- \* Actively consults with local legislators regarding library issues and related concerns.
- \*Assists the Department of Children, Families and Learning Office of Library Development and Services and Minnesota regional public libraries in planning and developing programs, services and technologies.
- \*Manages and consults with member library managers in determining priorities and resolving staff and operational issues, conducts regular staff meetings.
- \*Manages the selection of administrative staff and head librarians for the Library System; makes recommendations to the library board regarding promotions, discharges, transfers, or suspensions.
- \* Responsible for seeking and procuring grants.
- \* Serves as Personnel and Labor Relations Manager responsible for labor unions and non-union negotiations, contracts and agreements, and personnel policies. Resolves labor grievances on behalf of or in conjunction with the Board.
- \* Performs other duties and responsibilities as apparent or as directed by the PLS Board.

### **Management Requirements**

To perform this job successfully, an individual must be able to satisfactorily demonstrate the essential management functions of leadership, planning, organizing, budgeting, supervising, staffing, and evaluation of programs and services. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Knowledge, Skills and Abilities**

- \*Comprehensive knowledge of library principles, techniques and methods
- \*Knowledge of state and federal laws and regulations related to the field, including pertinent legislative processes.
- \*Extensive knowledge of technology applications and issues in libraries.
- \*Comprehensive knowledge of management and supervisory principles and current practices.
- \*Extensive knowledge of finance and accounting methods and requirements.
- \*Considerable skills in planning, implementing and evaluating programs, systems, policies, and procedures.
- \*Demonstrated skills in inspiring others to achieve results by promoting involvement, participation and cooperation.
- \*Skills in organizing, directing and coordinating the activities of professional and administrative support personnel.
- \*Demonstrated skills in analyzing project needs and in preparing long-range and strategic responses to meeting those needs.
- \*Demonstrated skills in analyzing, preparing and managing comprehensive department budgets.
- \*Skills in creating and supporting effective working relationships within and among member libraries and outside agencies.
- \*Considerable skills in effectively presenting analysis and recommendations through spoken and written communications.
- \*Skills in effectively conducting meetings and public forums
- \*Basic skills in operation of office technologies, including computer hardware and related software

### **Education and Experience**

Master's degree in library science from a library school accredited by the American Library Association, plus five years of related library experience including progressive management experience covering a broad range of financial, administrative, supervisory and operational activities.

### **Physical Demands:**

This work requires the occasional exertion of up to 10 pounds of force, work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas

by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles and observing general surroundings and activities.

**Job Classification History:**

Prepared by BCC 5/01

DRAFT revision prepared by PLS Personnel Committee 5/28/15

Approved by PLS Board, June 18, 2015