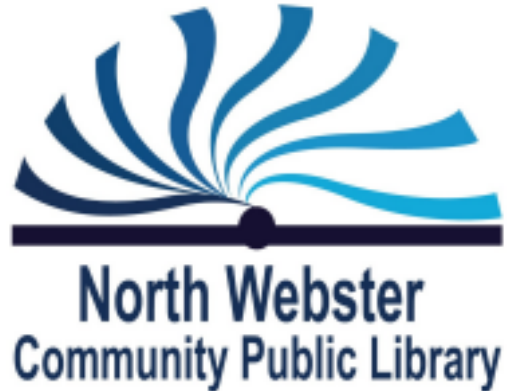


Library Executive Director Job Description

The Executive Director is responsible for the leadership and day to day administration of the library within the goals, guidelines, and policies established by the library board. The Executive Director is supervised and accountable to the North Webster Community Public Library Board of Trustees.



Essential Functions

- ◆ Serves as the official representative of the library.
- ◆ Accountable for the facilities, financial management, and personnel of the library, under the governance and oversight of the board

Areas of Accountability and Performance

General Administration

- ◆ Demonstrates leadership within the organization: takes initiative, solves problems, effects change through the action of others, and encourages the development of other staff through a positive work environment
- ◆ Directs the maintenance of library buildings, furnishings, technology, and grounds. Purchases equipment as needed within the library budget, and recommends future space needs.
- ◆ Employs management techniques effectively in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the library's operation.
- ◆ Orients new board members and serves as a resource for board activities
- ◆ Implements board policies; formulates and recommends new policies to the library board.

Personnel Management

- ◆ Develops staff job descriptions, recommends and administers personnel policies
- ◆ Hires, evaluates, promotes and terminates management team
- ◆ Defines expectations for staff performance and works to promote high staff morale
- ◆ Acts as a consultant, mediator, and facilitator for staff; encourages staff professional growth
- ◆ Maintains organized, accurate, and confidential employee files
- ◆ Ensures that staff performance appraisals are done on a regular schedule
- ◆ Works with payroll provider and bookkeeper to ensure employees are paid on time and accurately and benefits are paid, keeping records of payroll

Financial Management

- ◆ Plans and prepares the annual budget to achieve objectives as identified by the library board
- ◆ Submits information to Indiana State Gateway yearly and monthly; works with Department of Local Government Finance as needed to stay compliant with all Indiana State laws
- ◆ Controls expenses of the library and implements measures necessary to ensure compliance with budget limitations
- ◆ Oversees bookkeeper to pay all bills on time, makes deposits in accordance with state library law, maintains organized files of all financial transactions, acknowledges donations
- ◆ Provides monthly financial data to the library board to assist in establishing long and short-term financial priorities
- ◆ Looks for new revenue sources, such as grants, as needed to serve the community

Planning, Organization, and Evaluation

- ◆ Evaluates the effectiveness of library services in relation to the changing needs of the community; plans, coordinates, and directs services accordingly
- ◆ Provides for critical review of internal library operations such as acquisitions, circulations etc. and sets goals for services and programming
- ◆ Analyzes data affecting the library's operation, such as legal, physical, and statistical factors
- ◆ Submits annual report to Indiana State Library
- ◆ Investigates new trends and specific library programs and facilitates testing of new techniques, materials, and equipment to improve the operation of the library

Community and Professional Development

- ◆ Serves as a model to staff, demonstrating strong professional ethics
- ◆ Recommends and oversees public relations program
- ◆ Represents the library in the community, serves as official representative of the library in actions that legally bind or politically influence the library, establishes and maintains effective working relationships with other governmental agencies, community groups, and the general public
- ◆ Participates in professional development opportunities, maintains contact with other library professionals, maintains an awareness of new trends and developments in the library field
- ◆ Supports the work of the Friends of the Library

Education, Experience, Skills

- ◆ Bachelor of Science Degree required, Masters of Library Science preferred but not required
- ◆ Indiana State Library certification of LC4 or higher, or actively working toward certification
- ◆ At least 3 years library experience
- ◆ Commitment to making North Webster a great place to live, work, and play
- ◆ Interest in and enthusiasm for service to the public
- ◆ Considerable knowledge of computers and data communications especially in regards to library applications
- ◆ Demonstrates good verbal and written communication skills
- ◆ Maintains absolute confidentiality of library records and administrative matters
- ◆ Ability to take initiative, act independently, assume responsibility, and make sound administrative decisions
- ◆ Ability to learn independently
- ◆ Ability to be flexible, work under time constraints, and meet deadlines

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. This is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.