

Section 2.810 – Executive Director (adopted 8/10/05; revised 11/25/2013)

The executive director administers the activities, services, and staffing of the Adams County Public Library according to the policies, bylaws, and directives established by the board of trustees and the laws of the state. The executive director represents the library in both the public and professional communities.

Knowledge Base and Experience:

- MLS from an ALA-accredited program preferred or a Master's degree in a related field with significant coursework in library science.
- Five years library experience in a position requiring skills in management and supervision.
- High ethical standards, self-disciplined, trustworthy, organizational skills, and commitment.
- Observed behaviors that match the library's core values of positive approach, dependability, team-orientation, professional and responsible leadership.
- Ability to communicate effectively and concisely, orally and in writing.
- Knowledge of local government finance, budgeting principles, and charts of accounts.
- Understanding of team-based organizational structures and group dynamics concepts.
- A valid driver's license and reliable personal transportation available

Responsibility to the Board:

- In consultation with the board president, develops agenda for board meetings.
- Provides data on operations; submits reports about library activities and the status of annual spending plans.
- Recommends policies and advises the board on operational, staffing, facilities, and fiscal matters; carries out the directives and policies of the board.
- Assists in the orientation and education of board members. Maintains confidentiality of board matters.

Fiscal Responsibility:

- Cooperates with the fiscal officer in developing the annual budget and a schedule of appropriations; assists the fiscal officer in the preparation of annual financial reports.
- Prioritizes library needs; develops an annual spending plan; monitors annual revenue and expenditures.
- Approves all purchases and monitors the quality of internal control.

Responsibility to the Public:

- Assures that the library environment is pleasant and that the materials and services are organized for easy access.
- Provides a quality collection of materials and services that meets the needs of all residents of the community.
- Assures that the staff is responsive to library users and deals with them in a pleasant and professional manner.

Administration of Facilities:

- Assures that the physical facilities, grounds, and equipment are properly maintained, updated, under adequate security, and safe for use.
- Evaluates and develops plans for achieving the effective allocation and utilization of building space to meet changing library needs.
- Negotiates contracts with vendors for required services.

Responsibility for Staff:

- Determines staffing requirements; hires substitute personnel and recommends other personnel for board approval; recommends annual staff assignments to the board.
- Develops staff schedules; reviews and approves timecards; approves vacation leave.
- Assures that personnel are properly trained and promotes individual staff development.
- Establishes an organizational arrangement which assures effective communications and delegation of work and responsibilities; provides direct leadership of team coaches.
- Assures that there is an effective and fair evaluation of all personnel and that records are maintained. Informs the board of disciplinary and probable dismissal actions.
- Administers wages and benefits according to policies established by the board.
- Provides responsive leadership and fairly represents the staff to the board.

Administration of Collections and Circulation:

- Assures that the materials and services selected meet the needs of library users and represent a judicious expenditure of funds.
- Assures that materials and services are properly cataloged and shelved and easily available to users.
- Assures that there is an effective weeding program to maintain the collection within the capacity of the facilities.
- Cooperates with the SEO Automation Consortium for integrated, online catalog and circulation services; monitors maintenance of the catalog and patron databases.

Public Relations Activities:

- Maintains contacts with other community agencies to assure that good relationships and communications are maintained; works directly with library support groups.
- Through the use of in-house publications and news releases, keeps the staff and public informed about library services and activities; reviews and approves major news releases.
- Assures that good communications and relationships are maintained with area libraries, particularly those who are partners in the SEO Automation Consortium.
- Represents the library through participation in professional library organizations such as OLC, regional library organizations such as SWON, and the SEO Automation Consortium.

Planning Responsibilities:

- Develops and recommends an annual operational plan as well as periodic revisions of a long-range plan.

Leadership exercised: All district staff

Leadership received: Board of trustees

Classification: Professional; salaried; exempt

Schedule: As determined by the board of trustees.

The above statements are intended to describe the general nature and level of work that is to be performed by personnel classified under this job description. The statements are not intended to be an exhaustive list of all responsibilities and duties that might be required of persons assigned to this position.