

## **JOB DESCRIPTION**

### **EXECUTIVE DIRECTOR – EMPORIA PUBLIC LIBRARY**

The Executive Director serves as the chief executive officer of the library and is responsible for the administration of all library functions within the goals, guidelines, and policies established by the Library Board of Trustees. This responsibility includes the organization and dissemination of information and services through the effective utilization of library resources. The Executive Director is also responsible for the facilities, financial management, and personnel of the library, under the governance and oversight of the board.

The Executive Director is expected to provide a leadership role within the library, the community, and the library profession. The Executive Director serves as the official representative of the library.

#### **AREAS OF RESPONSIBILITY:**

##### **1. General Administration and Management**

- Formulates and recommends policies to the library board
- Implements library policies and procedures
- Prepares and submits an annual budget to the library board in a timely way and directs and monitors expenditures
- Provides monthly financial planning data to the library board to assist in establishing long and short-term financial priorities
- Seeks new revenue sources, collaborations with other organizations, and profit-centered approaches to services with the business community
- Orients new trustees and serves as a resource for trustee activities
- Effectively manages the library to include directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the operation
- Directs the maintenance of the library building and grounds and recommends future space needs
- 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

## **2. Planning, Organization, and Evaluation**

- Plans, organizes, coordinates, and directs library services to meet the immediate and long-range goals of the library and the community
- Identifies the standards of excellence for all operations
- Evaluates the effectiveness of library services and operations in relation to the changing needs of the community, acquisition, circulation, technology, etc.
- Analyzes data affecting the library's operation such as legal, physical, and statistical factors
- Monitors library trends and facilitates testing of new techniques, materials, and equipment to enhance library services

## **3. Personnel Management**

- Develops staff job descriptions, recommends and administers personnel policies
- Hires, evaluates, promotes and terminates staff (except when library board consultation is required)
- Defines expectations for staff performance and sets goals for service and programming
- Works to promote high staff morale
- Supervises planning for optimum utilization of personnel
- Provides in-service programs for employee training and development, encouraging staff input
- Encourages staff professional growth at all levels by supporting participation in professional associations, workshops, seminars, and activities
- Ensures that staff performance appraisals are done on a regular schedule
- Acts as a mentor, coach, and mediator for staff

#### **4. Community and Professional Development**

- Recommends and administers public relations programs
- Represents the library at community, civic, and other groups both for community involvement and library promotion
- Establishes and maintains effective working relationships with other governmental agencies, civic and community groups, and the general public
- Serves as official representative of the library in actions that legally bind or politically influence the library
- Serves as a model to staff in the sense of professionalism, demonstrating strong professional ethics and keeping informed through professional literature
- Supports and facilitates the work of the Friends of the Library
- Attends professional and other meetings to maintain contact with other professional and library-related agencies and current on library practices
- Participates in professional development opportunities to enhance leadership skills and maintains an awareness of new trends and developments in the library field

#### **5. Other duties as required**

#### **REQUIRED QUALIFICATIONS**

- A Master's degree in library science from an ALA-accredited school
- Five (5) years of progressively responsible public library administration experience
- City of Emporia residency

#### **DESIRED QUALIFICATIONS**

- Demonstrated knowledge of the philosophical underpinning of public libraries as well as best practices for facets of public library service
- Understanding of how computers and other automated systems can create efficiencies and enhance service
- Demonstrated ability to envision, plan, and implement services consistent with the Board's vision.
- Ability to establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies, governmental bodies and the general public

## DESIRED COMPETENCIES

- Analytical thinking
- Initiative
- Independent judgment
- Decision Making
- Communication skills – both verbal and written; and the ability to articulate complex information clearly and concisely to a variety of audiences
- Interpersonal Skills

Salary Range \$72,000 - \$99,500

Employee Signature

Date

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Board Chair Signature

Date

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Revised and approved by board action February 10, 2022