



## Topeka & Shawnee County Public Library Position Description

|                             |   |
|-----------------------------|---|
| <b>Date:</b>                | 2020  |
| <b>Title:</b>               | Chief Executive Officer   |
| <b>Full-time/Part-time:</b> | Full Time   |
| <b>Department:</b>          | Administration  |
| <b>Reports To:</b>          | Board of Trustees   |
| <b>Purpose of Position:</b> | Formulates and oversees implementation and management of library goals, policies, procedures, programs, and projects. To administer the library in accordance with established policies of and authority delegated by the Board of Trustees, and the Laws of the State of Kansas. |

---

### Essential Job Functions:

1. Provides vision, direction, and leadership for the Library.
2. Responsible for library operational guidance and facilities management.
3. Responsible for the delivery of library services and programs.
4. Responsible for overseeing employment and management of employees.
5. Responsible for monitoring budget expenditures and monthly reporting.
6. Presents annual budget for Board Finance Committee and full Board review.
7. Oversees the acquisition of all library materials, equipment, and supplies.
8. Coordinates the integrated relationship between the Library, the Friends of the Library and the Library Foundation, and maintains communication with each through each respective Board Chair.
9. Monitors community needs and interests to determine improved service.
10. Acts as a community leader and develop partnerships that benefit the library, its partners, and the community.
11. Provides opportunities for staff development, input for decision-making, and represents the staff to the board.
12. Provides leadership and initiative in helping others to achieve their training goals.
13. Keeps current on trends in the Library and Information field and make recommendations for change and improvement based on your knowledge and experience.

### **Related Job Functions:**

1. Completes work assignments in a timely manner
2. Represents the library internally and externally to the community at all times.

### **Other Job Functions**

1. Completes other duties and projects as assigned.

### **Knowledge, Skills & Abilities**

This position requires:

- Masters of Library Science degree from an ALA accredited program.
- Five (5) years of progressively responsible administrative and managerial experience in libraries.
- Ability to demonstrate outstanding leadership, vision, communication, and administrative skills, including a high tolerance for ambiguity, the power to inspire, agile decision-making, and the ability to facilitate a high performing management team.
- Thorough knowledge of financial and personnel management, strategic planning, management, and budgeting.
- Ability to establish successful working relationships with the Library Board of Trustees, Library Foundation and Library Friends citizen-based boards, public relations, and facilities management.
- Ability to demonstrate personal attributes of political acumen, integrity, positive attitude, strength, drive, confidence, a sense of humor, enthusiasm, ambition, compassion, creativity, and a general interest in people.
- Ability to handle highly confidential information in a professional manner.
- A broad working knowledge of public library operations.
- Knowledge of and ability to understand, use and implement technology.
- Ability to maintain a positive work atmosphere by acting and communicating in a manner that works cooperatively with patrons, volunteers, community partners, colleagues, directors, managers, supervisors, and co-workers.
- Excellent interpersonal skills and strong service orientation with a positive attitude.
- Ability to work independently, be flexible and adapt to a fast-paced work environment.
- Good planning, analytical and organizational skills.

**Other Requirements**

This position operates in public and nonpublic areas. It requires a working knowledge of current library technology. The work areas may contain book dust, molds, mildew, and insects. This position requires manual dexterity, bending, lifting/carrying at least 20 pounds, pushing/pulling materials weighing at least 30 pounds, reaching, and the ability to climb stairs, talking on the telephone, and stationary work at a computer. This position exists in a shared office environment with a need for cooperative interaction in many different circumstances. Prompt arrival and efficient, dependable maintenance of scheduled hours is a necessity. Evening and weekend hours are required. Some travel may be required.

**The preceding job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**

**The description of the work to be performed does not preclude the consideration of reasonable accommodations for qualified persons with disabilities.**

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor**

\_\_\_\_\_  
**Date**