

Mission: *We build relationships that support discovery by providing equal access to opportunities and experiences.*

Vision: *We provide a collaborative foundation within the community for all Prince Georgians to create the world they want to see.*

Values: *We are Prince George's Proud and put community first by being welcoming, curious, accessible, kind, collaborative, and resilient.*

Title: Chief Executive Officer

Division/Department: CEO's Office/Administration

Grade: N/A

FLSA: Exempt

Union Status: N/A

Effective Date: August 2023

Job Summary: The Chief Executive Officer oversees a nationally recognized library system that strives to be on the leading edge of the future of libraries. The Chief Executive Officer provides overall strategic and operational leadership with full responsibility for personnel and fiscal management, marketing, fundraising and public services, including branch operations. The CEO develops and implements all components of the PGCMLS operating and capital budgets and emergent technologies, establishes and maintains partnerships throughout Prince George's County and the region, engages key stakeholders including local, state, and federal government, elected officials, and agencies, community groups, and businesses. All applicants must reside in or be willing to relocate to the state of Maryland.

The Chief Executive Officer reports to a 7-member Board of Library Trustees who are appointed by the County Executive and approved by the Prince George's County Council.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Oversee and evaluate the operation of the multi-branch library system with 19 public branches, County Correctional Center Library, 3 pop-up locations, and planned mobile library.
2. Develop, implement and administer library policies, procedures and practices in accordance with Maryland State Law upon approval of the Library Board.
3. Formulate goals and objectives in conjunction with the Library Board and plan services designed to meet those goals.
4. Prepare an annual budget for approval by the Library Board and County Council. Administer and monitor the expenditure of funds.
5. Oversee personnel recruitment, interviews, hiring procedures, orientation, training, evaluation and development of employees.
6. Facilitate labor-management relations and administer collective bargaining agreements.
7. Directly manage the Executive and Leadership Teams. Lead, direct, and oversee supervision of the Library staff.
8. Serve as a spokesperson, ambassador, and advocate for and on behalf of the Library.

9. Oversee fundraising activities for the Library and PGCMLS Foundation; serve as *ex officio* member of the PGCMLS Foundation Board. Liaise with and work with Foundation Board members and committees in support of the daily operations of the PGCMLS Foundation.
10. Coordinate system services with those of the regional cooperative, state library, school districts, and other nearby systems and partner organizations.
11. Represent the Library at meetings and conferences of state, regional, and national professional library associations.
12. Develop, evaluate, and serve on library committees.
13. Ensure compliance with all Library policies, procedures, contracts, bargaining agreements and memoranda of understanding in accordance with Maryland State Law..
14. Attend meetings, training, and workshops as assigned or warranted.
15. Orchestrate the timely creation, preparation and submission of official correspondence and reports to internal and external stakeholders, including the Board of Library Trustees and Prince George's County government.
16. Coordinate special projects as required.
17. Develop, implement, and evaluate strategic planning activities at the direction of the Board of Library Trustees.
18. Perform other duties as assigned.

Core Library Competencies

Employees are expected to demonstrate the following qualities at all times:

- Continuous Learning - seeks out and assumes responsibility for learning and development opportunities that benefit self and PGCMLS.
- Customer Service - creates a welcoming environment, maintains effective relationships, and uses all available resources to assist customers.
- Communication - understands and applies the library's mission, vision, and policies, and communicates effectively both within and outside the library system.
- Ethics and Values - treats all with respect and honesty; is a responsible steward of resources; fosters an inclusive environment; knows and respects customer privacy and confidentiality policies.
- Leadership - willing to try new ideas to achieve the system's goals; adaptable to change; accountable; keeps PGCMLS's goals, mission, and customers front and center in daily work.

Managers/Supervisors:

- Develops Others - provides opportunities for staff, including training and delegation.
- Empowers Staff - fosters collaboration and support for new ideas; encourages innovation; allows staff to learn from mistakes in non-punitive settings.
- Leadership - sets high standards and models what's expected; maintains positive attitude; fosters an environment of integrity and high ethical standards.
- Manages Department, Branch or Organization Function – thoroughly understands the entire function and effectively manages day-to-day functions.
- Manages Staff Performance - provides clear expectations and holds staff accountable, is fair and consistent, uses good interpersonal skills to direct staff's work.
- Acts According to Legal and Policy Requirements - understands and complies with employment laws and regulations, ensures compliance with HR policies and procedures and promotes effective labor relations.

Preferred Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

1. Willingness to gain thorough knowledge of Prince George's County Memorial Library System's practices, policies and procedures.

2. Ability to act as a representative of Prince George's County Memorial Library System's to the public.
3. Business, fiscal and analytical acumen, including a proclivity for balancing business planning with community needs.
4. Political acumen and ability to navigate (and positively influence) government funding and policy-making processes.
5. Long-range strategic thinker who develops plans and makes decisions grounded in experience, intuition, research, analysis, and fact finding.
6. Aptitude and ability to lead a robust vision in concert with the Board of Library Trustees.
7. Ability to effectively engage and communicate with a broad group of stakeholders, both one-on-one and in groups of various sizes.
8. Adaptable to rapidly changing modes of information creation, dissemination, and preservation; cognizant of equitable access and privacy issues, digital literacy, cybersecurity, and other 21st century information and technology challenges.
9. Ability to manage employee collective bargaining.
10. Demonstrated ability to lead by example, foster cultural sensitivity, and create an institutional culture that values collegiality, transparency, and trust.
11. Possess a commitment to diversity, equity, and inclusion that aligns with PGCMLS.
12. Strong communication skills and carefully cultivated listening skills.
13. Experience securing substantial federal, state foundation and private grants. .
14. Ability to oversee legal and fiduciary compliance for a public or non-profit agency.
15. Ability to work independently and in a team environment.
16. Eligible for Maryland Professional Library Certificate (and may be obtained within a reasonable time upon assuming the position).
17. Willingness to travel (usually within the county), approximately 30%-40% of the time.

Education and Experience

- Master's Degree in Library Science from an American Library Association accredited program.
- Meets minimum requirements of Maryland State Library certification.
- A minimum of five years of progressively responsible administrative and supervisory management experience in a complex, professional organization, preferably a public library; or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

Physical and Environmental Conditions

- Work is conducted in a normal office setting which provides comfortable lighting, temperature and air conditions.
- Occasional light lifting (up to 20 pounds) may be required.
- Work environment involves everyday risks or discomforts which require normal safety precautions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.