

Job Description

Title: Executive Director

Reports to: Board of Trustees

Status: Exempt

Hours of Work: Days; some evenings/weekends

Position Summary

The Executive Director carries out the mission and goals of the Dauphin County Library System under the direction and support of the Board of Trustees. This position has the responsibility for planning, directing and coordinating all activities of the library system, including but not limited to finance, personnel, programs and services, collection development, facilities, equipment, fund raising, government and community relations as well as public relations. In concert with the Board of Trustees, the Executive Director is responsible for the short and long-term planning of the organization.

Minimum Qualifications

Education/Training: American Library Association accredited Master of Library Science degree.

Experience: Five years of public library experience with at least five of these years in an administrative or executive capacity. Minimum experience should include verifiable work experience with the following: fundraising, fiscal management, working with community and government leadership, short- and long-range planning as well as working with a governing board.

Required: Requires independent transportation for travel to libraries, programs, and outreach locations, excellent customer service and communication skills.

Required Performance Standards

- **Communications:** Writes and speaks clearly, logically and concisely. Listens effectively. Demonstrates small and large group communication skills. Keeps colleagues, team members and supervisors well informed. Participates in group discussions.
- **Customer Service:** Presents welcoming behaviors. Remains helpful and professional with customers. Responds quickly and cooperatively to requests from staff or public. Follows Dauphin County Library System's (The Library) guidelines and training for customer service approach. Demonstrates ability to determine customer's needs. Follows up on customer transactions.
- **Analytical Skills/Problem Solving/Decision Making:** Uses sound judgment in making decisions. Constructively manages conflict. Works with others to solve problems and achieve results.
- **Technological Skills:** Demonstrates ability to use computers. Demonstrates ability to access and use the Internet and electronic databases. Demonstrates ability to use and maintain equipment basic to job.
- **Workplace Maintenance/Management:** Maintains and manages workplace security and safety. Pays attention to personal workspace housekeeping.
- **Flexibility and Adaptability:** Remains calm in difficult, ambiguous, and challenging situations. Responds appropriately to changes in direction and priorities. Adapts personal style to work situations. Takes corrective action when required.
- **Interpersonal and Group Relationships:** Willing to work with and for others. Supports and facilitates cooperation among others.
- **Professional Standards and Ethics:** Protects and values patron confidentiality and organizational security. Supports mission and vision of the library. Upholds American Library Association's Library Code of Ethics as interpreted by The Library. Works toward furthering a library-conscious community.
- **Professional Development and Leadership:** Seeks opportunities to pursue one's personal goals and those of the organization. Sets and models high performance standards. Encourages others to make good decisions and take ownership in decision-making and problem-solving.

- ***Time and Workflow Management:*** Manages personal time effectively. Manages workflow effectively.

Environmental Conditions

Primarily works indoors at a desk, using a computer. Independent travel to libraries.

Essential Functions

1. Reviews and updates the strategic plan and formulates and implements operational goals within the library system addressing the short and long-range goals as determined by the Board of Trustees.
2. Meets with various community partners/stakeholders, governmental agencies and elected officials to update and discuss library concerns and objectives.
3. Prepares reports in cooperation with the Senior Management Team for presentation to the Board of Trustees and governmental agencies.
4. Designs and implements policy decisions relating to all aspects of the library operation.
5. Serves as liaison with community organizations and the public to establish positive relationships for mutual benefit of the community and the library system.
6. Oversees the responsibility of key operations: facilities, finance, fund raising, information technology, marketing, personnel, public services through the management of the respective senior management team, as well as overseeing the activities of the Capital Area Library District.
7. Ensures that the short and long-range plans align with the mission and community needs.
8. Maintains oversight of libraries and departments to ensure their vision is mission oriented. Ensures that employees are kept informed of all necessary information to conduct library business effectively.
9. Attends workshops and training sessions to ensure that library programs and directives are relevant and appropriate.
10. Ensures that the overall mission of the library system is both ethical and within generally accepted standards as set forth by the American Library Association and the Office of Commonwealth Libraries (Pennsylvania Department of Education).
11. Performs other related duties as requested.
12. Lives by the Core Values.

Revised: 12/12/2023

Disclaimer

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