Job Title: Executive Director of the Mid York Library System
Classification: Executive Exemption
Reports to: Board of Trustees

General Description of Duties:

Under the direction of the Board of Trustees, the Executive Director acts as Chief Executive Officer of the Mid York Library System (MYLS) and operates in accordance with the Mid York Library System’s charter, mission, policies, procedures, and goals. The Executive Director provides leadership in planning, developing, financing, and improving library service within Herkimer, Madison, and Oneida counties. The Executive Director acts as liaison to the community, consults with the member libraries, advocates to elected officials, and serves as a conduit to the media. The Executive Director has oversight responsibility for all facets of the MYLS.

Essential Duties and Responsibilities:

Administration of System:

- Ensure compliance of all MYLS actions within the parameters of federal and New York State laws and regulations, the System Plan of Service, Direct Access Plan, Disaster Recovery Plan, bylaws, policies, and contracts.
- Ensure conformity to all applicable Equal Employment Opportunity programs or other applicable employment-related legislation.
- Oversee the development and implementation of the annual budget in collaboration with the Chief Financial Officer and submit it to the Board for approval.
- Provide strong leadership for a positive and collaborative work environment.
- Establish and maintain an atmosphere of mutual trust, respect, and cooperation between the System and its member libraries.
- Administer approved Board policies.
- Collaborate with MYLS administration team to prepare and present a written report on Plan of Service and other activities at board meetings.
- Evaluate needs, develop strategic plans, and propose services, activities, and changes for the successful operation of the System.
- Seek input from member libraries and system staff in planning, developing, and extending services to member libraries. Administer appropriate in-service learning programs for System and member library staff.
- Respond promptly to trustee and member library inquiries.
- Manage the submission of grant applications and the administration of approved grant programs.
- Maintain awareness of and involvement in library developments and their possible applications to or impact on MYLS and its member libraries.
- Oversee and mentor the MYLS staff.
- Additional duties as assigned by the Board of Trustees.

Board of Trustees:

- Foster strong communication with Board members.
- Work with Trustees to develop and implement policies, procedures and goals.
- Work in partnership with board committees and prepare any related data needed for board decision making.
- Develop the agenda with Board President and attend Board meetings.
Recommend all staff appointments, promotions, and other personnel action in accordance with MYLS policies, State Education Law and regulations, and Federal and State Labor Law.

Keep Trustees informed on current national, state and local library affairs as they affect the System.

**Member Libraries:**

- Act as a professional resource to member libraries and their trustees in library management, policy development, financial development, planning, legal issues, and other appropriate topics. The Mid York Library System has no authority over the internal affairs of its member libraries.
- Assure System services are provided in accordance with appropriate and necessary procedures, guidelines, and standards.
- Maintain a close working relationship with co-central libraries’ administration and confer on allocating Central Library Service Aid (CLSA) funds.
- Maintain good working relations and open communications with member library directors, trustees, government officials, community groups and organizations.
- Promote MYLS services and assure that they meet the needs of member libraries.
- Maintain awareness of current and future external trends (political, technological, socioeconomic, etc.) that may have an impact on member libraries.
- Advocate locally, regionally and nationally on behalf of member libraries to increase greater public awareness of libraries, foster community support, and facilitate sustainable funding.

**Community at Large:**

- Actively promote System services and library activities to community organizations and institutions.
- Collaborate with other library systems on statewide projects that affects the library field.
- Collaborate with organizations to develop and implement projects that have community impact.
- Participate in appropriate professional activities on a local, state, and national level.
- Work with and present information to local and state officials to advocate on behalf of libraries.

**REQUIRED CREDENTIALS:**

- Masters of Library Science degree (MLS, MLIS) from an ALA-accredited graduate library or information program.
- Eight or more full years of professional library experience in libraries or library systems (post-graduate), at least two of which shall have been in an administrative capacity, as per Commissioner of Education Regulation 90.3(d).
- New York State Public Librarian Certificate or eligible to obtain one.

**REQUIRED QUALIFICATIONS:**

- Knowledge of current technology and its application to libraries.
- Ability to demonstrate flexibility and work toward consensus.
- Proven project management experience.
- Passion for libraries and the delivery of outstanding services.
- Excellent written, oral, and interpersonal communication skills.
- Aptitude to communicate successfully in front of an audience.
- Ability to handle confidential matters in a discreet manner.
- Experience in responding to employee human resource questions and issues.
- Advance knowledge of New York State laws and regulations.
- New York State driver’s license or ability to obtain one. Job requires extensive day and night travel throughout the region.
DESIRED QUALIFICATIONS:

- Minimum of three years supervisory experience.
- Excellence in organizational management with the ability to coach, mentor, and manage a diverse staff.

Revised: June 2024