

# Jackson Hinds Library System

## Job Description

**Job Title:** Executive Director  
**Department:** Administration  
**Supervisor(s):** Jackson Hinds Library System Administrative Board of Trustees  
**FLSA Status:** EXEMPT  
**Approved By:** Jackson Hinds Library System Administrative Board of Trustees  
**Approved Date:** January 9, 2025

### **Job Summary:**

Under the supervision of the Administrative Board of Trustees, the Executive Director is responsible for the collective operations, development and implementation of library services and programming, including: collaborating with the Administrative Board of Trustees on long-term planning and policy development, and overseeing library resources each fiscal year; providing support with the acquisitions, access, storage, and control of the system's collections; assessing and evaluating services and programs for all patrons; ensuring that the system's locations are safe and well maintained for operations and patron services. The general duties of the Executive Director are outlined in the [Mississippi Code of 1972, Annotated §39-3-17\(2\) and §39-3-17\(3\)](#).

### **Essential Duties and Responsibilities:**

- Plans, organizes, directs, implements, and evaluates the operation and administration of the Jackson Hinds Library System
- Formulates the development and implementation of the library system's goals, objectives, priorities, policies and procedures
- Develops, implements and evaluates library services and programs compatible with the library system's mission
- Collaborates with the Administrative Board of Trustees; prepares agendas and discussion items for regular scheduled monthly board meetings
- Evaluates, drafts, and gives recommendations of pertinent policies for approval by the Administrative Board of Trustees, and implements approved policies and decisions
- Prepares the annual operating budget for board approval; administers budget and reserved/designated funds; monitors and authorizes all expenditures including gifts, local, state, and federal monies
- Carries out staffing and supervisory duties; evaluates subordinates; implements and reviews best hiring practices including overseeing organizational charts, workflow and resource management and monitoring branch work schedules; takes disciplinary action when necessary up to and including termination
- Monitor and assess the needs of each facility and coordinate maintenance and improvements with the city and/or county officials
- Serves as the channel of communication between the staff, the Administrative Board of Trustees, local government officials, local boards, and support organizations
- Promotes the Jackson Hinds Library System and is a visible community leader who can help build community and state-wide library partnerships to support the mission of the organization
- Ensures the Jackson Hinds Library System complies with local governmental ordinances, State of Mississippi statutes and applicable federal regulations
- Maintains knowledge of standard library principles, practices, and laws through the attendance of workshops, conference, and other training opportunities, as well as reading current literature
- Maintains proficiency with computers, current library software, and other relevant digital technology
- Establishes and maintains effective working relationships with the Administrative Board of Trustees, government officials, and key community groups and stakeholders
- Directs and controls the expenditure of fund allocations within the constraints of Board approved budgets alongside the Director of Finance and the Director of Human Resources
- Looks for alternative funding sources including grants from governmental and private entities
- Performs other duties as necessary, or as assigned by the Administrative Board of Trustees

**Minimum Qualifications:**

- A Master of Library and Information Science Degree (also known as Master's Degree in Library Science) from an ALA-accredited college or university
- A minimum of five years of public library experience
- A minimum of three years of supervisory or administrative experience in a public library
- Valid Mississippi Driver's License without restrictions.

**Disclaimer:**

The intent of this job description is to provide a representation of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.