



## Executive Director

Adopted by the Library Board of Trustees  
Approved December 17, 2024

Classification:	Executive Director
Location:	Downtown Library – Administration
Job Grade	24
Job Category:	A - Full-time
FLSA Status:	Exempt
Reports to:	Elkhart Public Library Board of Trustees

### SUMMARY

The Executive Director is the chief administrator of the Elkhart Public Library system, responsible to the Board of Trustees for the operation and management of library services, departments, programs, and buildings. Pursuant to policies adopted by the Board of Trustees, the Executive Director is responsible for the employment, supervision, training, discipline, and termination of employees; fiscal management of all services, including preparation and administration of the budget; development and maintenance of the print and non-print collection; and communications with the Board, staff, and public. The Executive Director is responsible, with the Board of Trustees, to develop a vision, strategies, core values, and implementation plans to meet the ever-changing needs of the library and the diverse communities it serves.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

#### ORGANIZATION-WIDE EXPECTATIONS

1. Follows and enforces established Library and personnel policy, procedures and work standards.
2. Attends work regularly, on time, and as scheduled.
3. Exhibits welcoming, helpful, positive and friendly behavior to all patrons, staff and guests at all times in all communications formats (verbal and non-verbal).
4. Maintains confidentiality of sensitive information.
5. Regularly monitors Library communication venues including but not limited to employee email, staff bulletin boards and the intranet.
6. Participates in meetings, conferences, continuing education, community engagement, and special projects as required by the Elkhart Public Library or as dictated by professional commitment.
7. Addresses, or assists in addressing, issues and concerns related to the safety of Library staff and users as well as the security and maintenance of Library buildings and equipment.

#### JOB-SPECIFIC ACCOUNTABILITY

1. **LIBRARIANSHIP:** The Executive Director is responsible for the development of the collections and services of the library and the creation of a user-friendly environment.
2. **MANAGEMENT:** The Executive Director is the chief administrator of the library system, responsible to the Board of Trustees for the operation; management; budget; and implementation, evaluation, and improvement of library services, programs, departments and buildings.
3. **COMMUNICATION:** The Executive Director understands communication as a two-way street. He/she seeks to listen and learn from the Board of Trustees, staff, patrons, and community. He/she maintains high visibility at the library and in the community and communicates regularly to the Board of Trustees, staff, patrons, and community to keep all engaged in the work of the library.

4. **PROFESSIONALISM:** The Executive Director demonstrates personal behaviors consistent with community values and morals. He/she keeps commitments, acting in the best interest of the Board of Trustees, staff, and community, demonstrating integrity, ethical and legal compliance, professionalism, personal professional focus, and core professional standards.

### **WORK CONDITIONS**

- Full-time (including evenings and weekends and/or as needed to assure performance of described duties)
- Frequent local travel, occasional long distance travel

### **QUALIFICATIONS**

#### *EDUCATION and/or EXPERIENCE*

- Master's degree from an American Library Association accredited school required
- Appropriate Indiana Certification for Public Library Professionals (LC1), or obtaining it within six (6) months of hire
- Minimum six (6) years of public library experience, including three (3) years of administrative and supervisory experience
- Must have a valid driver's license with acceptable driving record per the established guidelines of the Library's insurer
- If driving own car during paid work time, a certificate of coverage or insurability from personal auto insurer must be provided

#### *KNOWLEDGE, SKILLS and ABILITIES*

- A strong commitment to public service
- Ability to learn and adapt
- Ability to deal tactfully and courteously in person and on the telephone with people of all ages in a business and public service context, and with professional colleagues
- A thorough knowledge of modern public library systems, policy, procedures and services, personnel and fiscal management, materials selection, acquisition and classification, building services, office and library equipment and public relations
- A broad knowledge in general subject areas and has knowledge of authors, books, readers' interests, reading levels and other media
- Above-average computer skills, including word processing, spreadsheet and presentation software in a Windows environment, along with basic internet research capabilities
- Basic mathematical skills and a full understanding of public library budgeting and purchasing operations
- Ability to pass a drug and alcohol test as requested or required
- Ability to supervise the work of a moderate-sized, fast-paced office
- Ability to handle multiple work assignments, prioritize projects and meet strict deadlines
- Ability to recognize and define problems, collect data, establish facts and draw valid conclusions
- Ability to plan and implement a progressive library program
- Ability to apply knowledge
- Ability to work independently and as part of a team
- Ability to travel

#### *LANGUAGE SKILLS*

- Excellent written and oral language and communication skills
- Ability to read and comprehend written instructions and business correspondence, along with general business periodicals, professional journals, technical procedures and/or governmental regulations

- Ability to write reports, business correspondence and procedural manuals
- Ability to effectively present information and respond to questions from vendors, Library personnel, the Board of Trustees and the general public in one-to-one and group situations
- Conversational Spanish a plus

#### **PHYSICAL DEMANDS**

- Effective communication skills, including the ability to convey information verbally or through other means
- Ability to perform tasks that may require visual and auditory acuity
- Ability to remain in seated or standing position for prolonged periods
- Ability to perform tasks that may require reaching, either independently or with assistance
- Ability to occasionally perform tasks that may involve climbing, balancing, stooping, kneeling, or crawling
- Ability to perform job duties in a variety of environmental conditions, which may include extreme fluctuations in temperature.
- Ability to occasionally lift or move objects weighting up to 40 pounds
- Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the physical functions of this position.

#### **SUPERVISORY RESPONSIBILITIES**

- Directly supervises Director of Public Service; Director of Branch and Technical Services; Chief Marketing Officer; Human Resource Director; and Senior Business Manager.
- Carries out supervisory responsibilities in accordance with the Elkhart Public Library's policies and applicable laws, including planning and assigning work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems

#### **SALARY AND BENEFITS**

- See Elkhart Public Library Wage Schedule
- See Elkhart Public Library electronic Employee Handbook

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. The above statements are not intended to be construed as an exhaustive list of duties and responsibilities that may be performed by a qualified applicant or individual with a disability.*