Job Description

JOB TITLE: Executive Director
CLASSIFICATION: Director
DEPARTMENT: 101
IMMEDIATE SUPERVISOR: Board of Trustees

PAY LEVEL: 14
PART-TIME _____ **FULL-TIME** __X__
NON-EXEMPT _____ **EXEMPT** __X__

SUMMARY STATEMENT: In keeping with the mission of the Joliet Public Library, the Library Director is responsible for developing and supporting all efforts necessary to maintain public library services, responsive to the community's needs for information, education, and recreation. Working closely with the Board of Trustees, the Library Director develops library policies, monitors library services, develops and manages the budget, creates public relations materials, supervises staff and volunteers, oversees the physical plant and stays informed of developments in library management. In addition, the Library Director serves as the Administrative Officer of the Board of Trustees.

DUTIES AND RESPONSIBILITIES:

Planning and Policy-Making

- Develops long-range plans to support and promote the mission of the library.
- Develops short-term plans to address specific issues facing the library as they arise.
- Formulates and recommends policies to the Board and implements the procedures to carry out these goals.
- Develops clear descriptions of staff positions including a non-discrimination statement, qualifications for employment, evaluation procedures, and causes for dismissal.
- Within the policies and rules set by the Board, drafts and proposes services and programs to be implemented within the annual budget.

Library Services

- Plans, organizes, and regularly evaluates a program of service that supports the mission of the Joliet Public Library and reflects the needs of the Joliet public community.
- Recommends Library Materials Selection Policies and insures that community needs are met.
- Supervises the purchase, utilization, and maintenance of technology to deliver, monitor and enhance library services.
- Compiles and records library statistics and assembles them for monthly meetings of the Board of Trustees, the Joliet Public Library's annual report and the Illinois State Library.

Financial Operations

- Ensures efficient and responsible management of the library budget.
- Prepares the annual budget for Board review and approval in a timely manner.
- Presents the annual Budget, Appropriation, and Levy to the City of Joliet.
- Administers and monitors the expenditure of library funds to stay within approved budget.
- Works with Treasurer to review monthly reports and keep abreast of various funds and accounts.
- Annually reviews and presents for Board approval, the Library Pay Level Classification Table.
- Identifies, pursues and supports all fundraising efforts through grant writing, planned giving, underwriting and the annual appeal.
- Prepares grant proposals for state agencies, foundations and other organizations to fund programs.
- Acts as a conduit between Board, staff and volunteers to ensure smooth implementation of fund-raising activities within the daily operations of the library.

Public Relations
- Manages internal and external communication of the Joliet Public Library.
- Identifies and pursues public relations opportunities that engender goodwill toward and promotion of the Joliet Public Library.
- Develops and maintains cooperative relationships with local governments and community organizations.

Personnel Management
- Provides general oversight and control of all personnel.
- Approves the recruitment, training, evaluation and, when necessary, termination of all staffs.
- Directly supervises the Deputy Director, Business Manager, Communications Manager, Human Resources Business Partner, Technology Manager, Building Services Manager and Community Engagement Coordinator.
- Assigns duties, defines staff responsibilities, and administers wages.
- Promotes staff development by providing opportunities for staff to attend workshops and conferences.

Board of Trustees
- Informs the Board of Trustees of all relevant library business.
- Serves as ex officio member of the Board.
- Participates in monthly meetings of the Board of Trustees and provides a detailed report of library operations and developments at each meeting.
- Provides professional expertise and guidance to the Board including but not limited to presenting information on pertinent legislation from local, state, and federal agencies, discussing trends in library technology, funding and management wherever possible.
- Serves as Administrative Officer of the Board of Trustees.

Professional Development
- Maintains an awareness of new trends in library management and technology, legal issues facing libraries, and new ideas for programming the Library Director.
- Attends meetings, workshops and conferences.
- Maintains membership and participates in professional library associations.

The Library Director's job also includes any other duties that are requested by the Board of Trustees or that are essential to ensuring that the Joliet Public Library provides the best possible library service to the community.

The Library Director is evaluated by the Board annually.

QUALIFICATIONS:
- A Master's Degree in Library Science from an accredited college or university plus five years of progressively responsible library ~~administration~~ experience including at least three years in a supervisory capacity.
- Must have a good working knowledge of:
    1. the principles and practices of professional library work, management and supervision as well as budget development and administration.
    2. supervisory and employee training and development methods.
    3. broad knowledge of library materials, technologies and methods.
    4. customer service standards and the ability to communicate and work effectively and tactfully with employees and the public to create a positive workplace environment and to present a positive public image.

- Ability to define problems, collect data, establish facts and draw conclusions.
- Ability to interpret community interests and needs and develop appropriate library services.
- Good verbal, written, and presentation skills.
- Ability to objectively evaluate staff performance.
- Ability to relate to library patrons of all ages in a positive, patient, and effective manner.
- Ability to establish and maintain effective work relationships with co-workers.
- Ability to understand and follow oral and written instructions.
- Ability to communicate effectively.
- Ability to meet the physical requirements of the position.
- Ability to work a variety of hours, including evenings and weekends.
- Ability to operate all equipment necessary to perform job duties.
- Ability to work with minimal supervision.

ACCOUNTABILITIES:

- Accountable for ensuring the effective operation of the public and support services of the Joliet Public Library in accordance with the priorities and decisions of the Library Board of Trustees.
- Accountable for planning expenditures with an emphasis on efficiency and fiscal responsibility.
- Accountable for following the procedures and policies of the Joliet Public Library and its Board of Trustees.
- Accountable for enforcement of library policies and procedures.
- Accountable for preparing of the yearly budget and for monitoring and controlling expenditures to stay within the budgeted amount.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Work is performed in an office setting with minimal exposure to health or safety hazards. Substantial time is spent working on a computer. This work typically requires the following physical activities: sitting, walking, bending, stooping, reaching above shoulder height, finger dexterity, repetitive motions, talking, hearing and visual acuity. May have to lift files, supplies, furniture or fixtures on occasion. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job descriptions are meant to be general guides to the duties and responsibilities of the job and are not intended to list every possible task an employee may be called upon to perform.

Date of last revision: November 2013
Approval by Board of Trustees – December 19, 2013

I have read the attached position description and believe it both accurately and completely describes the position.

EMPLOYEE _____

IMMEDIATE SUPERVISOR _____DATE: _____