



JOB DESCRIPTION

POSITION TITLE:	Executive Director
DEPARTMENT:	Administration
CLASSIFICATION:	Exempt
REPORTS TO:	Board of Trustees
SALARY RANGE:	Determined by the Board of Trustees

SUMMARY OF RESPONSIBILITIES

Responsible to the Board of Trustees, the Library Director is the chief operating officer of the Library with major administrative responsibility for implementing Library Board Policy and recommending, designing, implementing, directing, supervising, and evaluating an active program of educational, cultural, and information services relevant to the Westerville community in accordance with the goals and objectives established by the Library Board. The Executive Director is expected to maintain and enhance library services and its reputation on local, state and national levels.

RESPONSIBILITIES TO CUSTOMERS:

- Provides a quality collection which meets the needs of the public.
- Envisions and interprets community needs, developing new programs and services for all segments of the community.
- Assures that the staff is responsive to the customers and serves them in a pleasant and professional manner.
- Resolves complaints from the public, staff, and Library Board.
- Assures that the library environment is pleasant, well-maintained, and that the facilities and services meet customer needs and are easy to use.

RESPONSIBILITIES TO THE BOARD:

- Recommends policies and advises the Board on operational, fiscal, staffing, and facilities matters.
- Meets with the Library Board and its committees to discuss and plan policy recommendations.
- Keeps the Library Board informed on matters pertaining to libraries.
- Supervises the preparation of reports and collection of data and submits them to the Board.
- Establishes priorities and makes recommendations to the Library Board.
- Works closely with the Board committees to carry out their directives.
- Prepares agendas for Library Board meetings.
- Assists in the orientation and education of Board members.
- Maintains confidentiality of Board matters.
- Performs other duties as may be assigned by the Library Board.

FISCAL RESPONSIBILITIES:

- In concert with the Fiscal Officer, develops and recommends an annual budget and administers expenditures of funds within budget constraints.
- Advises designated committees of the Library Board on financial matters as needed.

COLLECTION RESPONSIBILITIES:

- Assures that the materials selected and the services provided meet the needs of the customers and represent a judicious expenditure of funds.
- Supervises and approves the selection and purchase of all library materials, equipment, and services.
- Supervises the development, implementation, and evaluation of library programs and services.
- Supervises the efficient circulation of materials to keep them readily available.
- Supervises an effective weeding program which assures that the collection is current with the needs of the customers.

STAFFING RESPONSIBILITIES:

- Determines staffing requirements and hires the personnel necessary to meet those needs.
- Supervises the selection, training, and evaluation of library staff.
- Assigns duties, defines staff responsibilities, establishes lines of authority, and delegates work to library staff.
- Works closely with supervisors and department managers in interpreting library policies.
- Assures that personnel are properly trained and promotes individual development.
- Assures that there is an effective and fair evaluation of all personnel and that proper records are maintained.
- Informs the Board of recommendations for promotion and salary adjustments.
- Informs the Board of disciplinary and possible dismissal actions.
- Provides responsive leadership and fair representation of the staff to the Board.
- Serves on library committees.
- Balances and coordinates all employees and activities into a smoothly operating whole.

FACILITIES RESPONSIBILITIES:

- Assures that the physical facilities, grounds, and equipment are properly maintained, updated, and safe for use.
- Oversees the library's human, material, equipment, and facilities resources. Evaluates and develops plans for effective allocation and utilization of building space to meet the changing needs of the library. Negotiates contracts with vendors.

PUBLIC RELATIONS RESPONSIBILITIES:

- Maintains relationships with city, school, Chamber of Commerce, and Otterbein University officials to assure that good partnerships and communications are maintained.
- Communicates the Library's services, resources, and programs to the community.
- Represents the Library in the community and governmental organizational and professional affairs and activities.

- Serves as liaison and representative for the library with professional, community, business, civic, and government groups and organizations.
- Keeps the public informed about library services and activities through in-house publications, newsletters, social media, and other electronic formats.
- Assures that good communications and relationships are maintained with the library's neighbors.

PROFESSIONAL RESPONSIBILITIES:

- Presents and promotes a professional atmosphere both in and out of the library.
- Represents the library through participation in professional library organizations.
- Works with other library directors, agencies, groups, and organizations to develop and promote cooperation in the delivery of library services.
- Keeps abreast of current trends and new professional techniques.

PLANNING RESPONSIBILITIES:

- Develops and recommends an Annual Operational Plan, a Long-Range Plan, and Technology Plan; and ensures that plans are carried out within budgetary constraints.

MINIMUM REQUIREMENTS:

- Graduate degree in Library Science from an ALA accredited college or university.
- A minimum of four years of experience in professional library management and administrative experience.
- Ability to deal effectively with Library Board, staff, public, other professionals and government officials.
- A comprehensive knowledge of public library philosophy, practices, services and procedures.
- Knowledge of budgeting, public library finance, and applicable federal and state law.
- Thorough knowledge and demonstrated competence in library automation.
- Ability to interpret community needs.
- Excellent written and oral communication skills.