



MILANOF-SCHOCK LIBRARY

Library Position Description

POSITION TITLE: Executive Director
CLASSIFICATION: Exempt Full-Time
REPORTS TO: Milanof-Schock Library Board of Trustees

Position Summary: Under the direction of the Milanof-Schock Board of Trustees, the Executive Director develops, administers, supervises, and coordinates the work of the library and staff, performs managerial duties related to personnel, budget, collection development, library automations and information technologies, building maintenance, library operations and services in conformity with the policies established by the Board of Trustees and the regulations of Commonwealth Libraries of Pennsylvania.

Responsibilities:

- Works closely with the Board of Trustees and board committees to carry out their directives, aids in the creation of the Library's Strategic Plan, and assists the Board in setting and evaluating the Library's effectiveness in meeting its goals and objectives
- Acts in advisory capacity as a professional expert to the Board of Trustees; recommends, formulates, and implements policies established by the Board of Trustees; interprets policies to the library staff and general public
- Prepares the annual library budget for review and approval by Board of Trustees; monitors all revenue and expenditures consistent with budget parameters and available funds; reviews and approves expenditures; oversees annual audit and annual report to Office of Commonwealth Libraries
- Researches available and appropriate grant funding resources; oversees preparation and submission of grant applications; oversees implementation and expenditures of awarded funds
- Establishes and maintains effective relationships with the Board of Trustees, township and borough officials, Friends of the Library, community organizations, school groups, library associates and the general public. Includes visiting local municipalities during the year, along with the Board of Trustees, to provide information and solicit funding for ongoing library operations
- Prepares a monthly Board of Trustees meeting agenda in cooperation with the Library Board President; notifies the Board of scheduled meetings in compliance with open meeting laws and provides a monthly status report prior to regularly scheduled monthly Board meetings
- Monitors legislation related to libraries and keeps the Board of Trustees and appropriate township and borough officials and library staff informed
- Attends and represents the Library at professional meetings, conferences and seminars. These meetings include, but are not limited to, Friends of the Library, Library System of Lancaster County meetings and Directors Council
- Recruits, selects, hires, supervises, and evaluates library staff directly or through subordinates; disciplines and terminates library personnel when necessary in accordance with the Library's Performance Development and Management Policy; assigns duties, defines staff responsibilities,

establishes lines of authority, and delegates work to library staff; oversees staff training, in-service training and continuing education requirements; plans and conducts regular staff meetings; recommends improvements in staffing levels, organization, salaries and benefits to the Board of Trustees

- Assists the Library Board and Friends Group in establishing and promoting fundraising opportunities for the library
- Selects and deselects library materials appropriate to the needed subject areas and patron age levels, directly or through subordinates, in accordance with the Library's Collection Development Policy
- Monitors the facility and grounds to ensure that they meet the Library's needs; implements board approved capital improvement projects
- Assists with circulation, reference, Notary Public and passport services as needed
- Performs other duties as assigned by the Board of Trustees

Knowledge, Skills, and Abilities:

- Knowledge of current theories, principles, and objectives of library science including Pennsylvania state codes and statutes
- Ability to plan, organize, develop, and implement a comprehensive coordinated library service program
- Ability to analyze professional and administrative problems and arrive at and implement practical and effective solutions
- Ability to interpret statistical data, analyze information, evaluate programs, and prepare clear and concise reports and recommendations
- Knowledge of emerging technologies and their application to libraries
- Knowledge of supervision, training and staff utilization principles
- Possesses strong communication and public relations skills
- Ability to meet and interact with people easily, to motivate others, and to lead and work effectively as part of a team
- Establishes and maintains effective working relationships with the Board of Trustees, government officials, employees, community groups, professional peers, and the general public

Qualifications:

- Master's degree in Library Science from an ALA accredited school
- Minimum of five years progressive professional experience including three years in a supervisory capacity

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.