

Job Title: Executive Director	Salary Grade Level: 6	FLSA Status: Exempt
Reports To: Board of Trustees	Full-Time	Team: Administrative

Eckhart Public Library provides opportunities for access, creativity, and discovery at all stages of life while being progressive and proactive to serve their community's evolving needs.

Eckhart Public Library strives to provide an impartial environment in which individuals and their interests are brought together with ideas and information spanning the spectrum of knowledge and opinions. The library collection contains materials which provide the community with equitable access to information and materials for lifelong learning, enrichment, and recreational reading.

Job Overview

The Executive Director is the chief administrator of Eckhart Public Library, responsible to the Board of Trustees for the operation and management of library services, departments, programs, buildings and fund development. Pursuant to policies adopted by the Board of Trustees, the Executive Director is responsible for the employment, supervision, training, development, 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, in collaboration with the Board of Trustees, to develop a vision and implementation plan to meet the ever-changing needs of the library and the community.

Essential Functions – What you will do at Eckhart Public Library

- **LIBRARIANSHIP.** Responsible for the delivery and development of the collections and services of the library
 - Engages the community and staff in assessing their needs, developing goals and objectives for the library, and developing, implementing and evaluating consistently high-quality, efficient, cost-effective and highly regarded programs and services to meet those needs
 - Provides leadership in the development and maintenance of the library's collections, in its various formats
 - Remains abreast of new trends and innovations in the field of public library services and management
- **FINANCIAL MANAGEMENT.** Responsibly manages and seeks to enhance the library's public and donated financial resources in collaboration with the Board of Trustees
 - Develops annual library budget, proposals, and reports for review of the Board of Trustees and participates in financial planning discussions and presentations
 - Makes well supported proposals/ recommendations to the Board of Trustees based on present library conditions and anticipated future needs
 - Identifies new sources of funding and cultivates relationships with stakeholders and oversees the library's grant writing and fund-raising activities
- **STRATEGIC MANAGEMENT.** Responsible to the Board of Trustees for the operation, management, and implementation of library services, programs, departments, and facilities in support of the library's mission, vision, and values
 - Administers the development, implementation, management, and evaluation of the library's strategic plan
 - Directs the overall vision for the library and participates in long and short-range planning to improve internal functions, operations, and delivery of services
 - Establishes appropriate levels of staffing and allocates resources throughout the library according to library needs
 - Ensures effective delivery of library services and optimal functioning of library operations
 - Recommends capital improvements and provides reasoning and analytical support
- **LEADERSHIP.** Serves as a leader and representative of the library, establishing, guiding, and inspiring Eckhart staff to work as an effective team
 - Serves as a representative and advocate of the library and greater community
 - Oversees all aspects of staff management including hiring, training, supervision, evaluation, professional development, disciplinary actions, enforcement of personnel policies, and succession planning

- Promotes and participates in a collaborative work environment that fosters creativity and positive workplace relations
- Demonstrates commitment to inclusion and diversity through policies, procedures, and interactions with all stakeholders
- **COMMUNICATION.** Fosters and maintains good communications with the staff, public, and administration
 - Represents the library in its relations with the general public as well as with donors and regional, state, and national research and library organizations
 - Serves as liaison between the library and Eckhart Library Foundation
 - Creates and upholds an environment that welcomes all users and staff
 - Builds and maintains relationships with the community, libraries, library organizations, governing boards, and other relevant stakeholders
 - Promotes library awareness and library support with the media and with all the various library constituencies
- **BOARD RELATIONS.** Works closely with the Board of Trustees in establishing and accomplishing Eckhart Public Library's mission, supplying regular reports and recommendations on library finances, operations, and organizational structure
 - Acts as technical advisor to the Board of Trustees regarding library organizational structure, processes, operations, and functions
 - Provides reports and updates to the Board of Trustees on various topics and library needs
 - Recommends needed policies for Board of Trustees action; carry out adopted policies, delegating responsibilities accordingly
 - Keeps board informed of pending legislation, library trends, developments, and standards
 - Prepares and presents monthly financial statements, budgets, and bills for Board action
 - Assists the Board of Trustees in long and short-term strategic planning
 - Provides on-going opportunities for Board of Trustees education and development
 - Plans for an annual Board of Trustees evaluation and retreat
 - Creates an atmosphere of and process for open and honest communications within the Board of Trustees and between the Executive Director and Board members

Education and Experience Required – What you need

Requirements for this position are:

- Master's degree in Library Sciences and 10 years of experience with at least five years of management experience in a library
- Experience as a Library Director is preferred

Knowledge, Skills, and Abilities – What you have

The Director must possess:

- Knowledge of library techniques, methods, and procedures as they apply to library administration
- Ability to organize, plan, and direct the growth and development of the library
- Ability to establish a positive working relationship with the library trustees, staff and volunteers, the library system, local service organizations, donors, funders, city, county, and state officials and the general public
- Ability to hire, train, supervise, and discipline employees, coordinate and delegate workloads and work schedules, evaluate work performance and maintain high standards of library service
- Ability to understand and analyze financial and budget reports and to prepare and maintain budgets
- Knowledge of the community and how to serve the public of all ages
- Excellent verbal and written communication skills; ability to speak well in public
- Proficiency in general office technology and an understanding of modern library technology

Eckhart Public Library – Who we are

Eckhart Public Library is a team. All Eckhart Public Library staff members are expected to be professional and respectful with colleagues, and to provide great customer service to our patrons. Staff members must be flexible and ready to adapt to change, passionate about our community and our patrons, able to respectfully and effectively communicate with coworkers, and enthusiastic about taking risks and learning.

All Eckhart Public Library staff members are expected to have a desire and demonstrated ability to serve the public and work with fellow staff members and volunteers with friendliness, tact, and diplomacy. Eckhart Public Library staff must be open to training opportunities by other staff members, and be willing to train others, including staff, volunteers, and patrons.

Eckhart Public Library takes patron privacy very seriously. All staff members of Eckhart Public Library must have a commitment to handling confidential and sensitive information appropriately.

All Eckhart Public Library staff members are expected to abide by the library's mission, vision, and staff values; staff handbook; and policies approved by the Eckhart Public Library Board of Trustees.

Work Environment

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and abilities required. Eckhart Public Library provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all responsibilities and qualifications required of the job.

Date Approved: January 9, 2023