



505 n. northwest highway  
barrington, il 60010

## Job Description

<b>Job Title</b>	Executive Director
<b>Department</b>	Administration
<b>Grade</b>	N/A
<b>Status</b>	Exempt
<b>Reports To</b>	Board of Trustees
<b>Revised By</b>	Human Resources –TS 5/2017

### JOB PURPOSE:

Under the direction of the Board of Trustees, support the mission of the library by establishing initiatives to ensure innovative library operations.

### Essential Duties and Responsibilities:

- Plans, organizes, directs, and monitors the activities of all operations of the library.
- Cultivates working relationships with community stakeholders.
- Provides advice to the Board of Trustees on all matters related to the library.
- Develops short and long term projects that support the mission of the library.
- Analyzes and proposes employee benefits plans, classifications, and pay grade assignments to the Board.
- Develops annual capital and operating budget for Board approval; implements and monitors the budget, and reports to the Board on expenditures.
- Develops and maintains a quality collection of library materials and makes that collection available in accordance with the Board approved collection development policy.
- Oversees financial operations of the Library and regularly reports on the financial condition of the library to the Board.
- Oversees the staff evaluation process.
- Responsible for hiring, management, discipline, and, as required, termination of all library employees.
- Updates personnel policies, as required by law or as needed for approval by the Board.
- Analyzes staffing needs to adequately carry out the services of the library.
- Directs the library's public information initiatives.
- Advises the Board in library matters and keeps it informed of relevant issues and developments at the local, state, and national level.
- Attends all Board meetings, reports on library activities and important issues; provides direction and assistance relative to all matters requiring action by the Board by presenting necessary background information, data, and recommendations needed to make informed decisions.
- Meets all local, state, and federal reporting requirements.
- Implements and interprets policies adopted by the Board.
- Participates in professional development opportunities.
- Provides for a safe and productive work environment for library staff.

- Instills a strong sense of customer service.
- Finds more effective and efficient ways to deliver service to library customers.
- Represents the library at, programs, meetings and events; maintains an active personal role in networking with libraries, schools, governmental bodies, chamber of commerce, and community organizations.

**Competencies:** The requirements listed below are representative of the knowledge, skills, and/or ability required to be successful in this role:

1. Demonstrates general knowledge of library principles and practices.
2. Keeps well-informed on legislative, legal, and financial matters affecting district libraries.
3. Stays up-to-date on technology and trends, including a working knowledge of workplace systems.
4. Comprehends budgeting principles and practices, as well as general accounting principles.
5. Demonstrates sound business and financial judgement.
6. Understands common personnel management methods.
7. Sets and meets quality standards through considerable knowledge of principles and processes for providing customer service.
8. Fosters and leads a thriving and engaging staff.
9. Evaluates all relevant information and exercises appropriate judgement in establishing priorities and resolving complex matters.
10. Considers the relative costs, effectiveness, and benefits of potential actions in order to choose the most appropriate one.
11. Travels on behalf of the library.

**Education and/or Other Requirements:**

- Master's in Library and Information Science degree from an ALA-accredited program.
- Minimum of five years of professional library experience with at least two years of director or other senior level administrator experience. Public library and direct experience reporting to a governing board are preferred qualifications.

**Physical Requirements:**

1. Ability to see, walk, sit, bend, stoop, kneel, crouch, stand, talk and hear.
2. Physical dexterity for standard office work.
3. Ability to read, write and communicate fluently in English.
4. Dexterity to perform data entry on a computer, laptop, iPad, or other electronic device.
5. Visual acuity sufficient to read print in 8 point font.

**Note:**

This job description describes a general category of jobs. In order to meet the needs of the Barrington Area Library or its departments, employees may be assigned other duties, in addition to or in lieu of those described above, and any duties are subject to change at any time.

The Barrington Area Library is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the library will review any reasonable request for accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.