

## **ROLLING MEADOWS LIBRARY**

### **Job Description**

**Job Title:**            **Library Executive Director**  
**Department:**        **Administration**  
**Reports To:**         **Library Board**  
**FLSA Status:**       **Exempt**  
**Date:**                **01/2024**

#### **SUMMARY**

Under the direction of the Library Board, the Executive Director is responsible for providing the overall administration and management of all library services. The Executive Director understands, embraces and enforces the library's mission, vision, policies, and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: (Other duties may be assigned)

Formulates and oversees implementation of the library's Capital Improvement Plan, short and long-term library goals, procedures, programming, and projects in collaboration with the Library Board and staff.

Oversees and evaluates the effectiveness of all aspects of day-to-day library operations.

Creates long-range financial planning reports and works toward meeting the goals and objectives of the strategic plan. Recommends allocation of financial, personnel, bibliographic, equipment and space resources. Analyzes sources of revenue, and anticipates expenditures and costs of increased services.

Develops, prepares and presents the library's annual budget proposal to the Library Board and City Council.

Implements, monitors and approves expenditures for the approved budget. Also identifies sources of non-tax revenue including grants.

Prepares and ensures timely filing of the Illinois Public Library Annual Report (IPLAR), the Per Capita Grant Application and the Illinois State Library Annual Certification.

Oversees the recruitment, training, and performance of all library staff. Directly supervises and coordinates efforts of the library department directors.

Provides regular communication, statistical information, and reports to the Library Board about the status of the library and its resources, services and usage. Attends and prepares materials for the board and board committee meetings, and provides guidance on all matters that are considered. Researches, suggests and articulates policy and procedure recommendations in written statements and manuals.

Ensures the library's compliance with relevant federal, state, and local laws. Serves as Library's FOIA and OMA officer. Assists the Library's auditor in conducting the annual audit.

Oversees the regular maintenance, repairs and safety inspections for the library building and grounds. Maintains the library emergency response plan.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES CONTINUED**

Develops and maintains relationships with key government personnel and elected officials, community leaders, heads of other local taxing bodies, and library professional organizations.

Actively identify underserved segments of the community and outreach library services accordingly.

~~Assists with the preparation and posting of library board and board committee meeting agendas and minutes.~~ Assists with the preparation of the library board meeting agendas and necessary reports in cooperation with the library board president.

~~Assists in the entering and processing of the bi-weekly payroll.~~ Oversees the payroll process and procedures, ensuring compliance with laws and tax obligations, and the maintenance of accurate payroll records.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Master of Library Science degree from an ALA-accredited library school.

Five years experience at administrative/supervisory level in a public library.

## **SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies.

## **OTHER SKILLS AND ABILITIES**

- Comprehensive knowledge of professional library principles, methods, operations and technology in the field of library management and administration.
- Ability to establish and maintain effective working relationships with the Library Board, Friends of the Library, staff, public officials from all levels of government and community members.
- Demonstrated ability in organizational administration, finance, and supervision.
- Possess and the ability to effectively communicate and enforce library policies and procedures to the public.
- Conducts the coordination of consultants, attorneys, architects, engineers, and other professionals as projects require.
- Comprehensive knowledge of relevant employment laws and Federal, State and local laws and regulations relating to library operations.
- Demonstrates skill in organizing, managing, and motivating staff.
- Demonstrates proficiency in preparing and presenting technical reports, budgets, and other presentations.
- Ability to evaluate community needs and to develop the best methods of providing services.

## **PHYSICAL DEMANDS**

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.