

Position Title: Executive Director

Description Type: New Revised

Department/Unit: Administration

FLSA Status: Exempt Non-exempt

Position Classification: Library Professionals

Pay Grade: Board Determined

Reporting Relationship:

Reports to (Title): RAILS Board of Directors

List of direct reports (by Title): Applicable Not Applicable

- Associate Executive Director
- Director, Communication Services
- Director, Finance
- Director, Human Resources
- Executive Assistant

Position Summary:

The Executive Director is responsible for providing executive leadership in the overall administration and integration of a multi-type library System that has been formed from five previously existing Systems. The Executive Director will work closely with the System Board of Directors, System staff, member library directors and representatives, as well as Illinois library regional System directors and the Illinois State Library.

Core Job Functions:

- Acts as the principle of the RAILS leadership team in the overall operations and directing the planning, implementation, and evaluation of all RAILS services and operations
- Leads, participates in, and delegates planning activities for all phases of the library System's operations with particular attention to integrating program services and operations as a result of the merger of the five library Systems
- Works to assure System service programs are efficient, effective and respected by all multi-type member libraries; Employs a collaborative approach to carrying out duties and responsibilities
- Coordinates and directs System staff in developing programs designed to help member libraries achieve their goals; Delegates responsibility for various aspects of System programs as appropriate, and works effectively with System staff, member library directors and Illinois library leaders in problem solving and decision making
- Bears final authority and responsibility for staff recruitment, evaluations and promotions, discipline management and terminations, as well as all other personnel matters in accordance with System policies; Bears responsibility for maintaining written System personnel evaluation records; Establishes and maintains an HR System for personnel
- Works with member library directors to plan quality and desirable service programs
- Serves as the communication link between Board and System staff, as appropriate
- Interprets Board policies to System staff and provides staff support in the execution of such policies; Advises and provides recommendations to the Board on the need for new or revised policies; Advises Board on plans and concepts for current and future policy revisions
- Prepares and submits to the Board recommendations and reports relative to all matters requiring Board action; Ensures communications include necessary and helpful information as needed to ensure informed decision making
- With System staff, implements the policies of the System Board and the Plan of Services as defined in the ILS Per Capita Grant
- Assists the President in calling meetings and special meetings of the Board of Directors; Prepares agenda and reviews minutes for Board meetings; Serves as staff representative to the Board

- Attends System, regional and state committee meetings; Plans, promotes and facilitates System-wide meetings; Serves as ex-officio to the System Advisory Committee
- Ensures compliance of all library System activities with the provisions of the Library Systems Act and regulations of the Illinois State Library
- Responsible for preparation and management of the annual budget; Supervises preparation and presentation of the monthly and annual financial reporting, and brings financial recommendations and budget concerns to the Board in a timely manner; Provides for participation of System staff in budget preparation, and supervises alternate revenue sources
- Signs contracts for services and grants; Certifies bills and monies expended by countersigning checks and managing expenditures
- Ensures completion of annual audit as recommended by the Board
- Supervises processes needed for, and facilitates evaluation of, building and equipment maintenance and replacement with particular attention to implementing the facilities consolidation plan as approved by the Board of Directors
- Represents the System and its membership in civic, educational, and library affairs of the System area and its relations at state and national levels; Works with the state legislature on library funding and relevant legislation affecting libraries; Assists with the development, oversight and promotion of approved legislative functions to member libraries on the state level; Promotes advocacy efforts on library legislation and assists with implementation of state laws as relevant to libraries; Promotes System and its member libraries throughout the state and serves as System spokesperson to the press
- Contributes to professional development of librarianship; Informs self on educational, political, legal, technological and sociological trends as they apply to librarianship; Is vigilant of emerging library trends within the System and its member libraries, and the promotion thereof where appropriate
- Promotes library services to un-served and underserved areas of the System, and helps to develop new programs consistent with changing environments; Works to further the growth of library services throughout the System area, and to encourage improvements for member library services as well; Promotes participation in System-wide programs; Acts as liaison with member libraries and serves as consultant in appropriate areas
- Promotes productive cooperation among member libraries and other library Systems or agencies; Contributes to the elevation of library cooperative concept
- Works to maximize the System's grant support; Delegates administrative supervision of special projects and grants as appropriate
- Other duties as assigned by the RAILS Board of Directors

Knowledge, Skills, and Abilities:

Education -

- MLS Degree from an ALA accredited library school

Knowledge/Experience -

- Minimum of ten years progressively responsible library management experience, with five years at the senior and/or executive level including supervision of professional and supervisory staff
- Knowledge of and experience working with the Illinois legislative process affecting libraries
- Knowledge of principles and practices of library System administration
- Hands on experience in long range planning and budgeting
- Proven experience of operating and influencing within a political environment

Skills/Abilities –

- Ability to create an effective senior management team to oversee 100 or more staff over multiple locations
- Ability to create a cohesive corporate culture for the merged system
- Ability to envision problem solutions and define critical paths to reach those solutions
- Strong ability for negotiation and effective conflict resolution
- Capacity to be responsive and empathetic to member library needs

- Organizational skills; ability to delegate authority, supervise and lead staff effectively at multiple, remote sites
- Strong verbal and written communication skills: ability to concisely summarize essential needs to the System Board, System staff, state legislators and member libraries; ability to disseminate information in a concise, timely manner and in a format that is friendly to the Board and member libraries
- Capability for regional and statewide travel on a regular basis

Working Conditions and Physical Requirements –

- Comfortable office working environment
- Ability to communicate in person via phone, video conference, and electronic mail

Position Description Updated on: 7/24/2014

Acknowledgement

I acknowledge that I have read the job description and requirements for the Executive Director position and confirm that I can perform these core job functions.

Signature

Date