• Have you totally mastered the fine line between being a strong leader and a collaborative team player?
• Are you a natural at inspiring any team you work with to be the best they can be?
• Do you have a proven track record at implementing innovative solutions to meet an ever-changing array of organizational challenges?
• Are you incredibly organized with stellar project management skills?

If you answered yes to all of these questions, have we got the job for you!

The Reaching Across Illinois Library System (RAILS) has an opening for an Associate Executive Director beginning in November 2019. We are looking for an energetic, forward-looking individual to provide high-level decision making and leadership and to work with our Executive Director and Executive Team to build an innovative, member-focused organization.

You’ll be joining a team of fun, creative, and dedicated co-workers who are committed to providing the best possible service to our 1,269 libraries of all types (academic, public, school, and special) across a 27,000 square mile area and to making RAILS the best library system in the country.

The successful candidate must have a Master’s degree in Library and Information Science (MLIS) and a minimum of five years progressively responsible library management experience. We’re also looking for someone with excellent relationship-building skills, flexibility, and a willingness to take risks.
What We Do

RAILS provides a variety of innovative programs/services to help our libraries to provide the best possible service to their customers. These include:

- Continuing education and consulting resources for library staff and trustees
- Support for shared online catalogs
- Delivery service to support Illinois’ vast interlibrary loan program
- Access to a variety of e-resources
- RAILS’ My Library Is campaign, designed to help all types of libraries to prove their value to different stakeholders
- Group purchases and vendor discounts to give our libraries greater purchasing power
- Networking opportunities for library staff
- Targeted grant funding to member libraries

RAILS offers services for all library staff and all library types. See PDF of the RAILS Services Brochure for more information.
RAILS is a regional library system, a government agency that provides services to libraries in the northern and west-central areas of the state of Illinois. We serve approximately 1,269 private, public, school, and university library members, which have a total of more than 4,200 library facilities in a 27,000 square mile area. Although the city of Chicago is within our boundaries, and a number of our member libraries are located in Chicago, the Chicago Public Library constitutes a separate library system. Members have several opportunities to network with each other through email lists, networking groups, member updates, and at networking events.

We are governed by a Board of Directors, elected by member libraries.

Library systems are established by state law (75 ILCS 10/, the Illinois Library System Act). Funding for Illinois Library Systems is provided through the Illinois State Library and the Secretary of State, with funds appropriated by the Illinois General Assembly. RAILS was formed in 2011, from a merger of five library systems.

**RAILS Members Include:**

118 Academic libraries (9%)
412 Public libraries (32%)
555 School libraries (44%)
184 Special libraries (14%)

May not add to 100% due to rounding
RAILS is a place where professionals thrive and flourish with boundless opportunities to lead positive change in libraries with a group of like-minded leaders and team players who together are defining what modern libraries are capable of delivering.

“RAILS has allowed me the opportunity to think outside of the box. As a non-librarian, it’s been encouraged and supported to bring a different perspective on how things should work. Most places are rigid and set in their ways, however, RAILS respects differing opinions and encourages diversity and inclusion. I couldn’t ask for a better place to work.”

- Mark Hatch, Delivery and Facilities Director

“RAILS is an exciting, challenging, innovative place to work. We are encouraged to explore opportunities and provide solutions over a wide range of topics and issues. We collaborate with leaders in the library world - in RAILS, the state, nationally and even internationally. We have the staff, member libraries, technology and tools to be able to make a significant impact. RAILS fosters a positive, engaging environment for those who are curious, excited about possibilities, stimulated by ideas and driven to action. RAILS makes my world bigger.”

- Leila Heath, Library Resources and Programs Manager

“System work is incredibly fulfilling. Our job at RAILS is to help libraries serve their communities to the best of their abilities. We support resource sharing, provide training and consulting on an incredible range of topics and help prepare libraries and librarians for the future. It’s the best job in the library world.”

- Deirdre Brennan, Executive Director

“RAILS exemplifies the best of our profession. The collaborative spirit that drives our efforts to provide the best services to our residents percolates through every sinew of our organization.”

- Paul Mills, RAILS Board President, Executive Director Fountaindale Public Library District
Position Description: RAILS Associate Executive Director

Competitive salary, commensurate with experience. Excellent benefits.

Position Summary:
The Associate Executive Director provides strategic and functional oversight of departments of RAILS and functions as Acting Director in the absence of the Executive Director. The Associate Executive Director participates in planning and strategy development for the organization and is responsible for high level decision making and leadership. In partnership with the Executive Director and other members of the Executive Team, builds and fosters a success oriented, member focused, innovative and accountable organization. This position works under minimal supervision from the Executive Director, requiring considerable judgment to make decisions and develop ideas. The position directly supervises staff and is responsible for performance management of assigned staff.

Exempt position

Salary range: $109,578 - $140,000

Reports to: Executive Director

Core Job Functions:

• Provide leadership, guidance and direction to departments to set goals and objectives and to analyze and resolve problems
• Play a significant role in strategic planning and service innovation
• Provide organizational leadership for process of planning and forming committees and work groups to meet strategic objectives
• Represent RAILS at external events and meetings; initiate outreach and external partnership activities to further RAILS goals
• Lead and manage special projects and tasks and provide updates and reports to stakeholders as appropriate
• Participate in recruitment, selection, training and evaluation of RAILS staff; mentor and coach staff to encourage professional development
• Work with RAILS staff, RAILS members, the Illinois State Library, Board committees and other stakeholders to ensure RAILS services and operations are member focused, efficient and aligned with the Illinois Library System Act and other related laws and rules, the policies of RAILS and the vision, mission and goals and objectives of the RAILS strategic plan
• Other duties as assigned by the Executive Director
**Knowledge, Skills, and Abilities:**

**Education –**
- Master’s Degree in Library Science from an American Library Association (ALA) accredited institution required
- Master’s Degree in public or business administration preferred

**Knowledge/Experience –**
- Minimum of five years progressively responsible library management experience or equivalent, with three years at the senior level including supervision of professional and supervisory staff required.
- Knowledge and experience in directing the daily operations of multiple services and supervising management staff
- Knowledge and experience working with government agencies affecting libraries
- Knowledge and experience working with organizations serving all types of libraries
- Knowledge and experience in strategic planning and budgeting
- Knowledge and experience in working in highly cooperative and collaborative environments
- Knowledge and experience in proactively and positively leading organizational change

**Skills/Abilities -**
- Strong commitment to member-driven multitype library collaboration
- Ability to interact with people easily, exercise tact, courtesy, and good judgment, and to effectively manage critical or potentially stressful situations
- Flexibility, a willingness to take risks, the capacity to learn constantly and quickly, and an abiding client service perspective
- Excellent computer skills in a Microsoft environment required
- Advanced project management software skills preferred
- Excellent verbal and written communication skills required
- Ability to maintain a productive work atmosphere by behaving and communicating in a positive manner with clients and colleagues while achieving performance expectations

**Working Conditions and Physical Requirements -**
- Comfortable office working environment
- Ability to communicate in person and via phone, video conferencing, and electronic mail
- Regional and statewide travel required, as needed
First consideration will be given to applications received by September 23, 2019. The position will remain open until filled.

To apply, send your resume with a cover letter with Associate Executive Director in the subject line to employment@railslibraries.info.

RAILS - Reaching Across Illinois Library System
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