

Executive Director

FLSA: Exempt

Summary

Under policy direction from member system councils, plans, directs, and supervises the services, activities and operations of the participating library systems; coordinates with member library directors and staff; and serves as representative of systems to various boards, committees and organizations.

Organizational Impact

- In a complex organization with multiple stakeholders, is responsible for its funding, budget, management, and success.
- Ensures that all strategic plans, annual plans, programs, and services include input from system members, are consistently relevant to all stakeholders, and are effective.
- As a liaison to all contracting agencies, ensures the organization is responsive and successfully improves agencies' effectiveness and value.
- As an ambassador to the agencies, actively promotes understanding of the roles, services, and value of the organization to member libraries and individual staff.

Essential Duties and Responsibilities:

- Develops, plans and implements System goals and objectives; recommends and administers policies and procedures; prioritizes service needs based on input from member libraries and goals and objectives of member systems.
- Directs, oversees and participates in the development of the system work plans; assigns work activities, projects and programs; monitors work flow; reviews and evaluates personnel, work products, methods, and procedures.
- Supervises and participates in the development and administration of system budgets; directs the forecast of resources needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.
- Provides innovative and entrepreneurial suggestions for the development and funding of system services.
- Provides staff assistance to Councils and System Advisory Boards; prepares and presents staff reports and other necessary communications and information.

Other Job Duties:

- Provides fiscal, administrative, and programmatic leadership to the development of library services throughout the state of California for the ultimate benefit of library users.
- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; work with employees to correct deficiencies; implements discipline and termination procedures.
- Responds to and resolves difficult and sensitive member library and end-user inquiries and complaints.
- Participates in professional library organizations in leadership capacities.
- Successfully responds to concerns or issues from the Executive Committees or Councils.
- Provides expertise on library technology activities and electronic resources to the systems.
- Gains and maintains an in-depth understanding of the relationship between local libraries, library systems and the State Library, the California Library Services Act and other California laws governing public libraries.
- Guides other legacy systems within PLP (Bay Area Library and Information System (BALIS), Monterey Bay Area Cooperative System (MOBAC), Silicon Valley Library System (SVLS) as required.
- Generates RFPs and oversees contracts for requested services beyond the scope of permanent PLS staff.
- Regularly evaluates the structure and organization of PLS and other staff organizations to find efficiencies and improvements.
- Forecasts council member training needs not being served elsewhere and provides resources for contracting agencies, especially in the areas of technology and leadership.
- Serves as a mentor and network builder for new directors of member agencies.

This job description is not a complete list of potential duties. Employees will be required to follow any other instructions and to perform any other duties requested by their supervisor.

	Required	Preferred
Education	ALA accredited master's degree in a library-related field or equivalent	
Experience	Five or more years of related professional experience, including two or more years of administrative and supervisory experience	
Knowledge	Principles and practices of public administration, organization, budget creation, revenue enhancement, personnel supervision, training and performance evaluation, management and strategic planning Modern principles and practices of public program creation, analysis, development and administration Complex intergovernmental agreements; pertinent Federal, State, and local laws, codes and regulations	The administrative structure and history of PLP, PLS and other contracting agencies The structures, management and history of Bay Area libraries and library agencies Policies and procedures of local, state and federal library programs as well as private or non-profit funding programs to ensure compliance and leverage opportunities
Ability to:	<p><u>Management:</u></p> <ul style="list-style-type: none"> Plan, assign, evaluate, and direct the work of professional and technical staff Include staff in planning and decisions Develop staff skills and encourage staff growth Establish and maintain effective work relationships Effectively administer programs Employ good interpersonal, interviewing, counseling, and communication skills <p><u>Leadership:</u></p> <ul style="list-style-type: none"> Use sound and accurate judgement to make solid, timely decisions Display passion and optimism Solicit, use internal/external user feedback Inspire respect and trust Motivate others to fulfill the vision Gain cooperation through discussion and collaborative efforts <p><u>Analytical Thinking:</u></p> <ul style="list-style-type: none"> Analyze complex situations or problems, identify alternative solutions, project consequences of proposed actions, seek input from stakeholders, and implement agreed-upon solutions Make sound recommendations and decisions based on research and analysis <p><u>Innovation:</u></p> <ul style="list-style-type: none"> Use original thinking and creativity to develop innovative approaches and ideas Meet challenges with resourcefulness 	<p><u>Strategic Thinking:</u></p> <ul style="list-style-type: none"> Develop strategies to achieve organizational goals Understand the strengths and weaknesses of the organizations served Identify external threats and opportunities Successfully adapt to changing conditions <p><u>Communication:</u></p> <ul style="list-style-type: none"> Express ideas clearly and effectively, both orally and in writing, including in group presentations Respond well to questions Speak and write well Report, persuade and advocate well <p><u>Relationship Building:</u></p> <ul style="list-style-type: none"> Develop and maintain positive relationships with Committee and Council members associated with the library systems Respond quickly and effectively to the needs of member libraries and to prioritize workload accordingly <p><u>Fiscal/Administrative:</u></p> <ul style="list-style-type: none"> Prepare and administer a budget Identify and respond to system issues. Interpret and apply Federal, State, and local policies, procedures, laws and regulation

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Work Environment and Physical Demands:

Normally seated, standing or walking at will; normal physical activity including some bending, pushing, pulling, and carrying, which may range up to 50 lbs., upon occasion. Keyboarding and working at a computer monitor for extended periods required. Phone usage, reading, speaking, and listening required. Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or work rooms. Frequent travel within the service area and the State is required.