



**Christian County Library
Executive Director Job Description**

Job Title: Executive Director

FLSA Status: Exempt, Full Time

Pay: \$34.00 - \$38.00; Dependent upon education and experience and CCL Pay scale

Schedule: Varied; Typically, Monday - Friday: Some evenings and weekends

Branch: Office in Nixa; Travel to all branches

Deadline: Review of applications will continue until the position is filled.

For more information or to apply visit: christiancountylibrary.org/library-careers

Applications, including a list of references, can be emailed to

ExecutiveDirectorSearch@christiancountylibrary.org

or mailed to:

Nixa Community Branch

Christian County Library

208 N. McCroskey St

Nixa, MO 65714

Attn: Human Resources

Summary:

The Executive Director is the chief administrative officer of the library that acts in an advisory capacity as a professional expert to the publicly appointed Board of Trustees; recommends programs, policies, and changes; prepares agendas for and attends all board meetings, and has the right to speak on all matters under discussion. The Executive Director is not a member of the library's Board of Trustees and has, therefore, no vote on matters under consideration and carries out the policies and decisions of the Board as they affect both patrons and employees. The Executive Director prepares the annual request for funds; determines internal policies and procedures; is responsible for the library collection; performs or delegates selection and withdrawal of all library materials: including books, audio-visual materials, and digital resources; and performs all duties imposed upon by law or by regulations of the Board of Trustees.

The Executive Director is in charge of library personnel and is responsible for creating an environment conducive to maintaining high staff morale and for the administration of personnel policies, including assignment of duties, service standards, and staff development. The Executive Director selects, evaluates, promotes, and dismisses staff and, as part of the budget preparation process, recommends salaries and benefits to the board. The Executive Director is the representative spokesman of the staff to the Board and welcomes contributions from individual staff members, which may lead to improvements of library services or of personal relationships and employment conditions.

Duties and Responsibilities: include the following. Other duties may be assigned.

Administration for the Library

- Responsible for the successful, efficient administration of library services.
- Operate the library and its activities in accordance with Board-approved policies.
- Recommend to and work in cooperation with the Board to plan and implement short and long-range goals for library service, objectives, and policies.
- Keep and discard library records according to records retention schedules adopted by the Missouri Secretary of State's office and applicable law.
- Be ultimately responsible for the care of library resources, including staff, buildings and grounds, collection, and equipment.
- Work with the Board of Trustees and Administrative Staff to complete and carry out a new strategic plan periodically.
- Supervise the management of all library facilities.
- Perform other duties as arise out of policy, technology, or need.
- Work with Programming and Training Coordinator and other relevant Administrative Staff to set up a training department for CCL.
- Submit mandatory reports to the Missouri State Library and the Missouri Ethics Commission.
- Work with county officials, Administrative Staff, and outside consultants to file tax levy information and yearly audit.

Technical Advisor for the Board of Trustees

- Prepare agendas for and attend all Board of Trustees meetings.
- Regularly report to the Board on library events, news, developments, and progress.
- Know and make Trustees aware of local and state laws and events affecting library operations.
- Work with the Board of Trustees and Administrative Staff to actively advocate for supportive library policies at both the state and national level.
- Make use of the services and consultants of the State Library.
- Serve as liaison between the Board and outside legal consultants for the library as needed and appropriate.

Supervision of Library Staff

- Determine staff duties, work schedules, and salaries within a Board-adopted budget.
- Recruit, select, evaluate, promote, and assign staff to positions and schedules required for efficient and effective library service, and delegate duties as needed.
- Serve as the general supervisor of all personnel employed by the library.
- In accordance with written library personnel policies, relieve from duty employees who violate library policies, or are unable or unwilling to perform duties.
- Work with HR Solutions on various human resource related policies, issues, procedures, etc.
- Supervise the Administrative Team.
- Work with Administrative Staff to maintain and/or improve the CCL work culture.

Spend Library Funds Within Board-Adopted Budget & Financial Policies

- Spend all personnel funds, salaries, and benefits, within the adopted budget, unless specific changes are approved before expenditure by the Board.

- Oversee the selection and ordering of all library materials, including books, periodicals, audio-visual products, digital resources, and others, according to CCL's [Materials Selection Policy](#).
- Oversee the purchasing of library supplies necessary for library operations.
- In compliance with CCL's [Procurement Policy](#), secure or review at least 3 comparative quotes for any purchase of \$3000 or more. For purchases between \$3000 and \$29,999 that are within the Trustee pre-approved annual budget, select the vendor and notify the Board at the next meeting. For purchases between \$3,000 and \$29,999 that are not within the Trustee pre-approved annual budget, take the three quotes to the Board for selection and preapproval before purchase. For any purchases over \$30,000, solicit bids for Board consideration per Procurement Policy defined guidelines.
- Refrain from obligating unbudgeted funds or transferring within the budget categories to meet obligations except by prior approval of the Board of Trustees.
- Manage the library's available funds in the safest, most profitable, legal manner.
- Work with Director of Finance and Business Operations to complete bond reimbursements as construction continues and wraps up.
- Follow CCL's [Donation Policy](#) in the acceptance of gifts to the library.
- Dispose of materials according to Board approved library policy.

Involvement in the Local Community and Larger Library Community

- Participate personally or coordinate library participation with local organizations and events.
- Create and maintain a welcoming, accessible, and safe environment in which library patrons and county residents may get information and enrich their lives.
- Oversee the work of the library's communications team and other relevant staff to present a consistent image and messaging for the Christian County Library.
- Use current and appropriate technology to communicate with the public.
- Encourage public participation in library services and events, volunteer opportunities, and library affiliated organizations.
- Stimulate the growth of library services in Christian County.
- Work with state and national professional organizations; attend professional meetings and workshops; and provide appropriate and affordable training opportunities for staff.

Inform the Board of Trustees of the Library's Financial and Budgetary Status

- Prepare an annual library budget for adoption by the entire Board.
- Prepare all documents for the annual tax rate hearing and provide them to the Board and all appropriate county and state offices.
- Submit a list of actual and anticipated bills for approval at the monthly board meetings.
- Submit for approval at the monthly board meetings a list of adjustments to the prior month's approved bills, including current financial summary and account balances.
- Approve before payment all bills presented to the library and signify approval by signing the checks.
- Work with relevant CCL Administrative Staff and hire outside consultants as needed to maintain accurate, current records of library income and expenditures; complete and file before deadlines all required government forms relating to payroll, personnel matters, tax obligations, or other library finances; and make available all pertinent records required for annual independent audits of the library's financial records.
- File with the State Library and provide a copy to Trustees of the annual Statistical Report.

Communication with Co-Workers & Administration

- Effective, timely, thorough, and respectful communication with co-workers in various forms such as, but not limited to: verbally (in person and on phone), written (email, text, message on lockers, etc.), and other forms as dictated by the situation.
- Effective, timely, thorough, and respectful communication with Administration on the following topics:
 - Scheduling requests; Vacation or PTO submitted according to library policy;
 - Absences, including whether or not an employee is using leave for time missed;
 - Performance issues;
 - Procedural changes or issues;
 - Policy changes or issues; and
 - Other topics not addressed here.

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.

Computer Skills:

To perform this job successfully, an individual should have knowledge of basic computer skills Microsoft Office Suite and Google products, email, have proficient internet skills and computer typing, as well as working knowledge of print, non-print, digital, and online information sources available from a wide variety of sources, including publishers, internet and web-based, and library and vendor-based systems.

Educational Requirements:

Bachelor's Degree

Masters of Library and Information Studies

10+ years of library or relevant experience

Knowledge, Skills, and Other Abilities:

- | | |
|--|--|
| ● Customer Service. | ● Ability to set priorities and coordinate multiple projects. |
| ● Respect: Courteous, reliable, and dependable. | ● Ability to successfully maintain the performance of assigned duties and responsibilities to achieve the desired outcome. |
| ● Positive Attitude. | ● Ability to interact in a positive, effective manner with coworkers, Trustees, and the general public. |
| ● Accountability. | ● Ability to perform with minimum supervision, to work collaboratively in a team environment, and to |
| ● Innovation and Initiative. | |
| ● Teamwork. | |
| ● Excellent communication skills-written and oral. | |
| ● Excellent people skills. | |
| ● Reliable, responsible, dependable, honest, organized, quick learner. | |

- Working knowledge of reader interest levels, books, authors, and reference sources.
- Working knowledge of automated library circulation systems and online databases.
- Ability to develop or demonstrate the necessary supervisory, decision-making, leadership, team-building, strategic, conflict resolution, and marketing skills.
- demonstrate professional standards, good judgment, dependability, and timeliness in work environments.
- Ability to adapt to multiple demands and changing priorities, to learn, and be willing to embrace change. Remains flexible.
- Ability to present ideas and provide instruction. Comfortable with teaching and use of various forms of technology.

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. While performing the duties of this job, the employee is frequently required to stand, and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 20 pounds.