

Minuteman Library Network
Executive Director Job Description

GENERAL SUMMARY:

Serves as Executive Director, providing overall leadership (technical, strategic, financial management, and programmatic) in accordance with Minuteman Library Network's mission, policies, procedures and goals.

ESSENTIAL JOB FUNCTIONS:

Establishes and sustains strong working relationships with the MLN Board of Directors and MLN members. Works with the Board of Directors to develop and implement policies, procedures and goals. Evaluates needs, develops strategic plans, and proposes services, activities, and changes in operation. Facilitates the work of the Board, the Membership Committee, and other groups, and provides direction and technical assistance.

Develops the organization's annual operating and capital budgets in collaboration with the Finance Committee. Requests and receives budget input from department heads. Determines revenue sources, monitors account expenses, and oversees budget compliance. Creates requests for proposals, evaluates vendors and negotiates vendor contracts. Reviews and approves invoices and bank statements.

Administers the Integrated Library System (ILS), assuring the security and integrity of the technology (hardware, databases, application software, telecommunications, etc.). Negotiate contracts in the best interests of MLN with the ILS vendor.

Applies for and administers grants, writes required reports on programs receiving funding. Advocates for funding at the state and federal levels.

Monitors and evaluates emerging library and consumer technologies in order to support continual improvement of the organization. Reports to Membership on how trends in non-library fields (retail, education, consumer electronics, etc.) are likely to impact library service. Monitors state, regional, and national trends regarding information infrastructure in order to maintain the high level of service member libraries provide.

Communicates regularly with Network members and library directors in response to inquiries and to explain and interpret policies and services. Coordinates communication by phone, email, site visits, and written correspondence.

Supervises all staff within the organization and directly manages the work of department heads and the systems administrators. Schedules and assigns work. Manages human resources, including regular performance reviews of the staff. Plans and oversees for future staffing needs.

Advocates for MLN at the local and state level as appropriate. Markets network services to area libraries and provides quotes for membership to potential new members. Travels to local, regional and national library related conferences regularly. Stays current with library related technology trends.

Monitors the building and grounds to ensure proper use and maintenance.

Performs special projects and other related duties as required, directed, or as the situation dictates.

Regular attendance at the workplace is required.

SUPERVISORY RESPONSIBILITY:

Supervises all employees within the organization, including interview and selection, training and development, scheduling, performance evaluation recommending pay increases, counseling, discipline and termination.

EDUCATION & EXPERIENCE:

A Master's Degree in Library Science from an American Library Association (ALA) accredited institution is preferred. At least three (3) years of executive management level (with budget responsibility) experience is required. A Master's degree in a related field and management experience in government, business, higher education, or non-profit enterprises will be considered.

QUALIFICATIONS:

Proven knowledge of library automation, telecommunications, and emerging technologies.

Experience and skill in strategic planning, fiscal management, and grant writing.

Demonstrated commitment to resource-sharing and access to information in a member-driven environment.

Proven ability to negotiate with vendors.

Understanding of the needs and governance of libraries of all types and sizes.

Proficient using Windows, Excel and other Microsoft Office programs and other software necessary for assigned duties. Advanced Excel skills are essential.

Ability to communicate clearly, both orally and in writing, and to maintain effective work relationships.

Group facilitations skills and experience working with Boards, committees and other professional groups.

Comfortable with public speaking duties.

Experience in training, supervision, and personnel management.

Ability to coordinate and delegate a variety of tasks in a continually changing environment.

Familiarity with issues of consortia.

Valid driver's license and access to a vehicle is required.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is performed in a normal office environment not subject to extremes of noise, temperature, odor, etc. Operates computer, printer, photocopier, fax machine, projector, and other office equipment. Work

requires extended periods of sitting, reaching, typing, mousing, and other small muscles tasks. May occasionally require bending, lifting, and other large muscle tasks.

The above statements are intended to describe the general nature and level of work being performed by people hired to do this job. The above is not intended to be an exhaustive list of all responsibilities or duties assigned. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

External or internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with assistance of a reasonable accommodation to be determined by the Board of Directors on a case by case basis.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

SALARY: Starts at \$115,000 with benefits

CLOSING DATE: Open until filled

START DATE: July 1, 2019

TO APPLY: Please email your cover letter, resume, and three references to Ms. Jane Peck at MLNSearchCommittee@minlib.net