



**EAST CLEVELAND PUBLIC LIBRARY**

**EXECUTIVE DIRECTOR**

**JOB DESCRIPTION**

<b>Job Title:</b> Executive Director	<b>FLSA Status:</b> Exempt
<b>Reports To:</b> Board of Trustees	<b>Grade:</b> 40 FT
<b>Department:</b> Administration	<b>Last Revision:</b> 5/11/2017
<b>Approved By:</b> Board of Trustees	<b>Pay Range:</b> \$85,000

**Position Supervised:**

Administrator Assistant  
Administrator Clerk  
Facility Manager

IT & Network Manager  
Human Resources Manager  
Public Services Manager

**GENERAL SUMMARY:**

Under administrative direction, the Director is responsible for developing and delivering quality Library services to the citizens of East Cleveland. The Director ensures that all Library operations comply with state and local laws and the policies and decisions of the Board of Trustees.

**KNOWLEDGE:**

Knowledge of Library policies and procedures; Library science and technology; Library laws and regulations; budget development and administration; strategic planning; personnel administration; state and federal employment laws; supervision techniques; employee selection methods; employee training methods; automated systems; basic building and maintenance requirements; available community resources; organizational development techniques.

**ABILITY:**

Ability to communicate and deal with many variables and determine specific actions (e.g. research procedure, policy development and interpretation); develop complex reports and position papers; calculate fractions, decimals and percentages; establish friendly atmosphere as administrator; handle sensitive inquiries from and contacts with officials and general public; develop and maintain good rapport with Library staff, Library personnel and community representatives.

**SKILLS:**

- Knowledge of Library practices and procedures
- Ability to use Microsoft Office Suite and other software
- Demonstrates excellent communication skills

- Maintains confidentiality of information handled
- Performs several tasks simultaneously under pressure
- Ability to prioritize workload

### **QUALIFICATIONS:**

Masters of Library Science from an American Library Association accredited school; five (5) to seven (7) years professional Library experience in positions of progressive responsibility; two (2) years' experience in supervision.

### **ESSENTIAL JOB RESPONSIBILITIES:**

#### **OPERATIONS**

- Overseas ordering, processing, inventory and maintenance of the Library's collections
- Evaluates existing services and programs
- Coordinates the planning, development and implementation of Library services
- Evaluates and develops plans for allocation and utilization of building space
- Evaluates the need for additional facilities or changes in building use
- Prepares recommendations for the Board of Trustees
- Ensures that the facilities, grounds and equipment are properly maintained, updated and safe

#### **FISCAL MANAGEMENT**

- Develops and maintains a cooperative working relationship with the Fiscal Officer to ensure communication and coordination of responsibilities
- Works with the Fiscal Officer to determine the need, amount and timing of levies and bond issues and recommends action to the Board of Trustees
- Prepares an annual budget in cooperation with Fiscal Officer and maintain spending according to ORC and budget appropriations
- Administers the budget, monitors expenditures and approves purchase requisitions and orders
- Evaluates and implements cost containment measures
- Reviews salary schedule and presents pay recommendations to the Board of Trustees, annually
- Seeks additional funding sources through grants, bequests and other resources
- Ensures effective grant administration
- Ensures that all contracts are developed and rendered in compliance with competitive bidding requirements and contract obligations

#### **STRATEGIC PLANNING**

- Provides leadership in determining the mission of the Library and evaluates progress
- Determines Library needs using the input of the Board of Trustees, employees and community representatives
- Provides leadership in long-range planning to meet identified needs

### **BOARD RELATIONS**

- Develops and recommends policies and procedures
- Ensures compliance with Board policies and procedures
- Advises the Board on operational, staffing and fiscal matters in conjunction with the Fiscal Officer
- Develops a cooperative working relationship with the Board of Trustees
- Ensures that board members receive written monthly and annual reports
- Forwards supplementary documents, as needed
- Prepares special reports, as required
- Attends all Board and committee meetings
- Works with the Board president to prepare agenda for board meetings
- Coordinates the recruitment, orientation and education of trustees.

### **PUBLIC RELATIONS**

- Participates in community activities as a representative of the Library
- Coordinates Library activities with local government agencies, community organizations and other Library systems
- Meets with individuals and groups concerning Library issues
- Answers questions and resolves concerns
- Speaks before community groups

### **MISCELLANEOUS AND SPECIAL ASSIGNMENTS**

- Attends meetings
- Serves on temporary committees, as requested
- Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
- Performs additional duties and assignments, as requested

### **OTHER REQUIREMENTS:**

- Attends staff meetings, community meetings, committee and board meetings
- Maintains and increases knowledge and skills through attendance at meetings, conferences at the local, state and national level, training seminars and in-service training sessions
- Ability to lift 50lbs
- Current valid Ohio Driver's License

East Cleveland Public Library is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, East Cleveland Public Library expects that all relationships among persons and employees in the work environment will be professional and free of bias, prejudice, and harassment.

**I acknowledge receipt of this job description, and understand my responsibility to read and comply herein and any subsequent revisions; and I acknowledge receipt of my copy of the job description and that a copy of this acknowledgment will go into my personnel file.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Name (Print)

\_\_\_\_\_  
Date