

MONTGOMERY COUNTY-NORRISTOWN PUBLIC LIBRARY

POSITION DESCRIPTION

Position Title: Executive Director	Date Prepared: August 2020
Base Salary: \$100,000	FLSA Status: Exempt
Approved By: Library Board of Directors	Date Approved: August 2020
Reports To: Library Board of Directors	Work Schedule/Hours: Full-time / 40 hours

Position Summary:

The Executive Director, as the Chief Executive Officer, plans, coordinates, administers, and directs the operations of the Library, including but not limited to recruiting, hiring, coaching and mentoring staff, leading all human resources functions, facilities maintenance and care; fiscal management and oversight, in conformity with the policies established by the nine-member Board of Directors and the regulations of the Commonwealth Libraries of Pennsylvania and the Pennsylvania Library Code.

Summary of Essential Position Functions:

- ▲ Plans, organizes, and directs library services, coordinating work with Library Board of Directors, county departments, and District Consultant Librarian
- ▲ Plans, organizes, and directs the activities of the main library, four branches, and four bookmobiles
- ▲ Oversees the preparation of monthly Board of Directors' meeting agenda and prepares the Director's Report
- ▲ Initiates policies, long-range plans, and makes recommendation to the library Board of Directors for their consideration and approval
- ▲ Oversees the work of staff engaged in development, purchase, and maintenance of the collection of library materials and services needed by the community
- ▲ Prepares annual budget for presentation to the Board of Directors and County Commissioners; establishes budget allocations for the library's departments and branches
- ▲ Exercises oversight of day-to-day financial activity, making sure that funds are recorded and deposited appropriately, expenditures are appropriately authorized, and financial records are up to date
- ▲ Works with independent auditor to compile an audit report that complies with applicable accounting standards
- ▲ Provides leadership to develop Branch Library services, including negotiating appropriate agreements with regard to financial and service provisions
- ▲ Works closely with Branch Advisory Boards
- ▲ Promotes and maintains relations with the Friends of the Library
- ▲ Ensures that the Library complies with all applicable Federal and State regulations, that it meets or exceeds Pennsylvania Standards as a local library and as a District Library Center, and that it adheres to "Best Practices" as recognized by relevant professional organizations
- ▲ Prioritizes and promotes equity, diversity, and inclusion among the staff members and board of directors
- ▲ Manages the library with a focus on inclusiveness and diversity, incorporating perspectives of multiple communities, including communities of color, in programs, services, and collections
- ▲ Incorporates transparency into decision making processes
- ▲ Oversees the development of procedures and plans for the most efficient utilization of the library, based on policies set by the board of directors
- ▲ Aggressively pursues grant opportunities to enhance and expand library service programs and encourages staff to be innovative and proactive in this arena
- ▲ Serves as a voting member of the Board of Directors of Montgomery County Library and Information Network Consortium, representing the Montgomery County-Norristown Public Library and its branches and bookmobiles
- ▲ Coordinates with the Montgomery County Public Property Department to ensure maintenance of physical plant and grounds of the main library and ensures that necessary work is carried out in a timely manner

- ▲ Builds positive partnerships with external stakeholders, including, but not limited to, the officials of Montgomery County, state, and local legislators, local and regional organizations, the boards and directors of the Montgomery County libraries, and the Norristown community at large
- ▲ Actively participates in legislative processes affecting library service; informs the Board and staff on local, county, state, and federal legislative issues impacting the welfare of the library
- ▲ Interviews, hires, evaluates, and disciplines all library personnel and supervises development of proper training techniques for all employees as needed; delegates responsibilities to department heads and branch managers when appropriate
- ▲ Directly supervises library department heads, responsible for the supervision of all professional and clerical staff
- ▲ Appropriately applies knowledge of principles, practices, procedures and techniques of library science and library administration
- ▲ Participates in annual negotiations with representatives of the Montgomery Library District to develop and modify its District Services Agreement governing the provision of District Library Center services
- ▲ Participates in County Coordination Aid negotiations
- ▲ Performs other related tasks as required

Position Competencies: To perform this position successfully, an individual should demonstrate the following competencies:

- ▲ **Decision Making Skills:** Weighs the positives and negatives of all options and consider all the alternatives; must be able to forecast the outcome of each option and determine which option is the best for each situation in a timely manner; must be able to justify decisions with facts and communicate effectively for those impacted by the decision
- ▲ **Communication Skills:** Demonstrated excellent written and spoken communication skills that clearly accommodate both consideration of the audience and the impact of statement on the continuing and future role of the Library in the community
- ▲ **Leadership:** Fosters team approaches to meeting the challenges of public service by providing motivation, guidance, and analytical insight. Ensures managers and department heads have skills necessary to manage difficult or emotional customer situations
- ▲ **Collaboration:** Demonstrates collaborative skills in working with Montgomery County District libraries; ability to work effectively with the library board, staff, patrons, volunteers, and Friends of the Library, as well as county, state, and local legislators, local and regional organizations, and the Norristown community at large
- ▲ **Initiative:** Demonstrates willingness to perform needed tasks without being directed; seeks out opportunities for personal and professional growth
- ▲ **Problem Solving:** Ability to analyze complex professional, logistical, and administrative problems and develop and carry through appropriate solutions; thinks and acts in a planning context with clear presentation of goals, objectives, and strategies to arrive at desired results
- ▲ **Project Management:** Ability to plan strategically, with a track record of successful program activities that include long range planning, budget preparation, and team-oriented approaches to problem solving
- ▲ **Discretion:** Demonstrates discretion in handling of all business; shows good judgment and is cautious and reserved in handling business information and communication
- ▲ **Adaptability:** Adapts to varied job responsibilities and schedules, and works effectively in times of changing priorities and resources

Requirements, Education and Experience:

- ▲ Master's degree in Library Science from an ALA accredited school
- ▲ Minimum of 12 years of library experience with at least five years of upper level administrative experience
- ▲ Ability to analyze complex professional, technical, and administrative problems and develop solutions
- ▲ Proven commitment to participation in community activities
- ▲ Demonstrated commitment to diversity, inclusion, and equity
- ▲ Broad knowledge of library principles, methods, materials and practices of library science and library administration
- ▲ Successful experience working with a library board
- ▲ Knowledge of emerging technologies and their application to libraries
- ▲ Thorough knowledge of public relations principles and practices
- ▲ Ability to plan, direct and supervise the work of staff
- ▲ Excellent customer service skills
- ▲ Strong verbal and written communication skills
- ▲ Ability to multi-task and meet deadlines and attention to detail
- ▲ Possession of a valid unexpired driver's license
- ▲ Must obtain and remain current with PA State Police Criminal History, PA Child Abuse History Clearance, and FBI Criminal Background Check
- ▲ Must obtain and remain current with PA State Mandated Reporter Training
- ▲ Must have Pennsylvania Professional Library Certification

Physical Requirements

- ▲ This is light work requiring the exertion of up to 35 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects
- ▲ Work requires fingering, and repetitive motions
- ▲ Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- ▲ Hearing is required to perceive information at normal spoken word levels
- ▲ Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- ▲ The worker is subject to inside and outside environmental conditions
- ▲ Reasonable accommodations will be made to enable individuals with disabilities to perform the physical requirements

Technical/Computer Skills:

- ▲ Proficient with MS Office Suite
- ▲ Proficient with electronic resources and ILS (Integrated Library System)
- ▲ Working knowledge of social media resources