

Position Title: Executive Director

FLSA: Exempt

Fiscal Classification: Library Professional

Salary Classification: Negotiated

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## SUMMARY

The Director serves as the chief executive officer of the **Illinois Heartland Library System (hereafter known as IHLS in this document)** and is responsible for coordination of all management, planning and evaluation activities of **IHLS**. The **Executive** Director is responsible for implementing all policies and directives of the **IHLS** Board and for complying with all statutory and administrative requirements of the State of Illinois and the Illinois State Library (**ISL**). The **Executive** Director acts in an advisory capacity to the Board in recommending new and revised policies. The **Executive** Director serves as the chief liaison between **IHLS** and other agencies. The **Executive** Director negotiates or oversees the negotiations of contracts and agreements and supervises administrative staff.

## Essential Duties & Responsibilities:

Carries out the directives of the Illinois State Library; adheres to state statutes that relate to Library Systems; ensures conformity to appropriate local, state, and federal regulations.

Formulates policy and planning recommendations for approval by the **IHLS** Board of Directors.

Coordinates the implementation of approved policies.

Supports the **IHLS** Board of Directors in the execution of its responsibilities by providing board members with recommendations, relevant up-to-date information, a variety of viewpoints, **meeting with new IHLS Board members for orientation prior to new member's first board meeting**, and by supporting the board in its policy making as well as the evaluation of **IHLS**.

Ensures that **IHLS** and its strategic plan, annual plans, programs, and services include input and or comments from system members and are consistently relevant to **IHLS** stakeholders. Directs, plans, and implements **IHLS** procedures, objectives, and activities to ensure continued operations, increased productivity, and the provision of quality service with emphasis on delivery and automation.

Oversees the management of **IHLS** financial resources, utilizing appropriate control and risk aversion practices.

Ensures accurate financial information is provided in accordance with Federal and State requirements as part of sound, responsible management.

Directs the development of the annual budget and submits it for IHLS Board and ISL approval. Facilitates communication, promotes cooperation/collaboration among member libraries and other stakeholders.

Analyzes the operation to evaluate the performance of IHLS and its staff in meeting goals and objectives and to determine areas of potential cost reduction, program improvement, and/or policy change.

Negotiates and/or approves contracts and agreements with suppliers, distributors, federal and state agencies, and other organizational entities.

Reviews and approves reports submitted by staff members to recommend, approve or to suggest changes.

Oversees human resources activities, including the approval of human resource plans and activities such as the selection of staff, establishment of compensation levels, and the establishment of IHLS's organizational structure.

Provides facilities and equipment appropriate for the programs and supporting services.

Fosters partnerships with various community, business, and government organizations that support the mission and goals of the Illinois Heartland Library System, its member libraries, and the mission of libraries in general.

Encourages member libraries to work within their communities to strengthen the library services provided and to inform communities of the value of libraries.

Develops constructive and cooperative working relationships with internal staff, staff from member libraries, and other relevant community leaders.

Participates in state, regional, national library organizations, as well as other relevant organizations involved in library development and/or legislative issues pertaining to libraries.

May oversee revenue generating planning and implementation, including identifying resource requirements, researching funding/revenue sources, establishing strategies to generate additional financial resources, and ensuring compliance with any applicable regulations and requirements.

**Supervised by: President of the Illinois Heartland Library System Board of Directors**

The IHLS Board of Directors coordinates the directions to be given by the President of the IHLS board to the Executive Director.

## **Minimum Education and Experience**

MLS from an ALA accredited library program.

At least **seven** years of post-graduate progressively responsible library experience of which three years must have been in a library administrative capacity.

Demonstrated experience in effective written and oral communication as well as group process techniques.

Experience planning, managing, executing and reviewing an annual budget.

Experience managing a large number of employees in multiple locations.

Experience using Microsoft Word, Excel, the Internet, E-Mail, and other electronic business and social communication applications.

## **Licenses or Certifications Required:**

Must have a valid driver's license and current automobile insurance.

## **Knowledge, Skills and Abilities Required:**

Extensive knowledge of principles, laws, and best practices of library administration and operations.

Strong knowledge of business and management principles involved in strategic planning, fiscal planning and management, resource allocation, human resources, leadership techniques, and the coordination of people and resource.

A good understanding of library automated systems.

Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Ability to motivate, develop, and direct people as they work, identifying the best people for the job.

Excellent written and oral communications skills for the purposes of persuading, conveying information and instructing others while maintaining a strong focus on service.

Ability to organize and plan work and to multitask within tight deadlines.

Ability to create new programs and projects, analyze information, and evaluate results for the purposes of improving provided services.

Ability to continually display professional business attitude with a pleasant demeanor while working in a customer service oriented organization.

Ability to evaluate situations and to exercise tact, courtesy and good judgment.

Ability to travel as required.

### **Working Conditions**

Work is usually performed in a normal office environment. Some evening and weekend work will be required, with occasional overnight travel.

### **Physical Effort:**

Primarily sedentary work, but also requires standing, walking, crouching, stooping, kneeling, reaching, pushing, grasping, hearing and talking.

Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull or otherwise move objects.

Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus as well as clarity of vision at 20 or more feet.

Ability to effectively use a computer.

This job description is not intended to imply that the duties identified above are the only duties to be performed by the employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

Approved date: \_\_\_\_\_

