

VIGO COUNTY PUBLIC LIBRARY



Job Title	Executive Director		
Department	Administration	Office Location	Main Library
Reports to	Library Board of Trustees		
Class	1 – Salaried Exempt	Hours per workweek	40 + additional hours as needed
Entry Level Salary	\$89,315.20	Schedule	Generally, 8:00/9:00am – 5:00/6:00pm Monday – Friday. Schedule will include adjustments for evening and/or weekend events, meetings, or library needs.

GENERAL DESCRIPTION

The Executive Director of the Vigo County Public Library is responsible for providing organizational leadership that develops and sustains operational strengths while prioritizing value-based practices that align with the library's mission and core values. The Executive Director performs and directs strategic analysis, planning, and execution of library operations including fiscal management, long-term strategy development, goal setting, policy development, assessment of community needs and services, and collaboration with local organizations and agencies to promote and facilitate library services. The Executive Director coordinates with the Board of Trustees on key strategies and goals and ensures compliance with all local, state, and federal laws, rules, regulations, and by-laws governing Indiana public libraries and Library Boards of Trustees. The Executive Director provides direct supervision and guidance to an executive leadership team of Division Directors and maintains comprehensive oversight of all personnel-related functions within the library to ensure that the goals and objectives of the Vigo County Public Library are successfully met.

SPECIFIC DUTIES AND RESPONSIBILITIES

Executive and Administrative Functions:

- Represent and align organizational practices with the VCPL's core values of Inclusiveness, Community, Collaboration, Innovation, and Accountability.
- Provide strategic leadership for overall operations including promoting practices that foster informed and tactical decision making, goal setting, policy and procedural development, and constructive resolution of complex issues.
- Direct and provide guidance to the executive leadership team of Division Directors to accomplish operational goals and objectives and develop strategies for organizational near and long-term planning.
- Provide leadership for major development projects including strategic and tactical reviews of operations, services, and facilities.
- Perform and ensure that effective communication practices are utilized to provide staff with clear and timely communication about important information such as new/changed policies, budget updates, major library initiatives, etc.
- Stay informed about changes in legislation, State Board of Accounts requirements, and Indiana State Library (ISL) standards that affect the library.
- Ensure organizational knowledge and compliance with all applicable local, state, and federal laws and standards and regulations.
- Ensure internal policies and procedures reflect changes to and/or compliance with legislative, State Board of Accounts, and/or ISL standards affecting libraries and that staff receive timely communication and training regarding any changes to policy or procedure.
- Develop and maintain strong positive relationships with elected and appointed officials, provide information about the varied roles of libraries and advocate persuasively for library service support at the local, state, and national level.
- Consult with library legal counsel regarding policy development, interpretation of statutes, and library related legal issues.

Fiscal Management:

- Develop and oversee the annual budget and library budget process in cooperation with the Board of Trustees and in compliance with local, state, and federal regulations, and/or other budgetary governing authorities.
- Work collaboratively with Division Directors and Department Managers in the budget development process and provide guidance on integrating budget development with strategic planning and ability to meet goals and objectives.
- Work collaboratively with the Division Directors and the Business Manager to finalize the budget and any relevant documents for

presentation to the Board of Trustees.

- Monitor budget performance by tracking revenues and expenditures during the fiscal year and evaluating the need for adjustments.
- Work collaboratively with the Board of Trustees, Division Directors, and the Business Manager to develop sound financial plans for current and future library operations including pursuing grant opportunities and funding sources that are in addition to funding from local property taxes.
- Ensure that grant funds are administered in compliance with grantor requirements and VCPL policy.

Board of Trustees:

- Work collaboratively with the VCPL Board of Trustees on strategic planning, fiscal management, policy development, and resolution of complex issues related to the administration of public libraries. Provide information and updates regarding progress and/or issues.
- Work collaboratively with the Board of Trustees to promote the library's mission and advocate for its needs within the community and relevant state entities.
- Attend all monthly and special Library Board Meetings
 - Work collaboratively with the Board of Trustees and library staff to develop agenda and prepare materials for monthly and special Library Board meetings.
 - Ensure Board members receive meeting materials in advance and in a timely manner.
 - Provide information and facilitate discussion relevant to board agenda items.
- Carry out reasonably related duties and special projects as assigned by the Board of Trustees.

Community and External Agencies Relations:

- Pursue opportunities to educate community members and organizations about the library and its relevance for all socio-economic backgrounds in the community.
- Represent the VCPL in the community by participating in community activities, pursuing opportunities to speak publicly about library services and programs, participating in local service organizations, establishing and maintaining relationships with a variety of community organizations, and looking for collaborative service opportunities within the community.
- Establish mutually beneficial relationships with local, regional, state, and national partners to create opportunities to inform and educate about VCPL's mission and promote advocacy for public libraries.
- Serve as primary contact for local television, newspaper, radio, and other media outlets or platforms.
- Collaborate with the Public Relations department to ensure marketing materials and initiatives meet library needs and provide the community with timely and accurate information regarding programs, services, etc.
- Establish and maintain collegial and constructive relationships with the Friends of the Vigo County Public Library group.
- Establish relationships and build rapport with legislators, county council members, commissioners, and other local officials and stakeholders.

Personnel:

- Provide direct supervision of Division Directors and the Executive Assistant, and as needed, one or more library departments.
- Work with the Director of Human Resources and other Division Directors to assess personnel needs and effectively utilize recruitment, training, management, and evaluation processes to ensure adequate staff resources are available and prepared to meet library needs.
- In conjunction with the Director of Human Resources and HR development staff, ensure that position qualifications accurately reflect ISL certification requirements and that staff in those positions have attained, or are on track to attain, appropriate certification.
- Ensure opportunities and budget resources are available to support professional development and training for staff.
- Collaborate with Division Directors to plan and implement regular professional development and strategic planning sessions for department managers.
- Provide leadership and role modeling that fosters teamwork, inclusiveness, peer-to-peer mentoring, and a mutually respectful and supportive organizational culture.

Professional Development:

- Maintain LC1 certification as a director of a Class A public library as mandated by Certification Requirements for Indiana Public Library Professionals.
- Keep abreast of trends and innovations in the fields of library administration, management, and operations.

- Maintain memberships in professional library organizations, pursue professional development opportunities, and attend conferences, workshops, and trainings relevant to the administration and operation of public libraries.
- Ensure opportunities and financial support for professional development and training of staff.
- Collaborate with Division Directors to plan and implement regular professional development and strategic planning sessions for department managers.

Library Services and Operations

- Provide overall leadership and guidance for providing effective and relevant library services to the community. Encourage and support ongoing assessment of existing services and resources, informed proposals for change, and development of new initiatives.
- Direct and ensure that library processes and procedures are clearly and accurately documented and provide staff with effective guidance for performing duties, maintaining compliance with policy, and supporting the library's mission.
- Ensure that library processes and procedures support compilation and analysis of statistical data related to resources and services and are compatible with required statistical reporting for local, state, federal, and grant related agencies.
- Ensure that statistical reporting structures are in place and that the required annual and periodic reports are compiled and submitted in an accurate and timely manner.
- Ensure that library infrastructures are proactively and appropriately monitored, evaluated, and maintained and that effective planning for replacement, and/or upgrade is in place. Infrastructures include physical facilities and supporting services, telecommunications systems, network(s), internet connectivity, data storage, etc.

PHYSICAL AND COGNITIVE REQUIREMENTS

- Ability to
 - Read, write and understand written and verbal instructions.
 - File alphabetic and numeric systems.
 - See – Visual acuity sufficient to comprehend written information, review materials, and operate in a technology-oriented work environment with high levels of communication, teamwork, and information exchange through interaction.
 - Hear – Requires perceiving information at normal spoken word levels.
 - Utilize computer keyboard, monitor, and mouse or use modifying/adaptive devices or equipment with equivalent outcomes.
 - Perform repetitive hand movements in use of computer keyboard.
 - Remain stationary for long periods of time either sitting or standing.
 - Move throughout the interior and exterior of library facilities and grounds and travel between facilities and/or within local, state-wide, or national locations.
 - Reach floor level and heights up to six feet.
 - Move items ranging from 10-25 pounds.
- High degree of mental acuity with well-developed skill for paying attention to detail.
- Well-developed communication skills with proficiency in communicating effectively orally and through written communication.
- Demonstrates exceptional conflict resolution skills and maintains a diplomatic approach when addressing challenging situations, ensuring constructive outcomes and fostering positive relationships.
- Well-developed organization skills and adept at prioritizing and managing workflow.
- Adept at responding calmly and competently to changing circumstances and priorities and in emergency situations.
- High degree of comfort interacting with staff and customers.
- High degree of comfort and confidence speaking to groups of various sizes, in various locations, and in public settings.

INTERACTIONS

- Reports to the Library Board of Trustees.
- Directly supervises Division Directors and Executive Assistant. May provide direct supervision to various library departments as needed.
- Collaborates with Department Managers and Human Resources in planning and carrying out library operations and special projects.
- Direct contact with all library service units and library professional and support staff regarding special projects, strategic planning and other library service matters and task force assignments.
- Direct contact with library customers and vendors.
- Direct contact with and participation in local agencies, speakers, service clubs and other organizations in the Vigo County community.

- Direct contact with local officials, legislators, and community leaders.
- Regular contact with library legal counsel regarding policy development and legal issues.
- Regular interaction with and participation in professional organizations related to the library profession.

QUALIFICATIONS

Education and Experience:

- ALA accredited MLS Degree: must be able to obtain Indiana Librarian Certification at the Class A Library Director level of LC1 (Requires 100 Library Education Units per 5-year certification period).
- Ten or more years of executive/senior leadership experience in a public library setting required.
- Experience with fiscal management including budget development, execution, monitoring, evaluation, use of internal controls and compliance management, negotiation of contracts, and effective fiscal reporting methods.
- Experience with strategic plan development and execution; ability to successfully manage strategic institutional initiatives required.
- Experience working in a public library and providing direct service to customers including reference, reader's advisory, programming, etc.

Professional Skills:

- Comprehensive knowledge of library principles, methods, materials and practices.
- Comprehensive knowledge of standard management techniques and principles; well-developed skills in analysis, problem-solving, and conflict resolution; demonstrated ability to exercise good judgment and make well-informed and sound decisions.
- Comprehensive knowledge of laws, ordinances, regulations, and standards affecting public libraries in Indiana.
- Requires comprehensive skills in operating standard library technologies; strong general technology, social media, and communication platform skills; and ability to learn and adapt to specialized technologies required.
- Ability to evaluate and adjust quickly to changes in the work environment.
- Ability to provide strong leadership and interact in an administrative capacity with Board members, Division Directors, library management teams, and staff.
- Highly organized with ability to effectively manage multiple priorities, maintain efficient and effective workflow, and meet multiple and/or concurrent deadlines required.
- Ability to plan and direct the work of a large and diverse group of subordinates with skill in leading and motivating staff to achieve goals and objectives.
- Demonstrated excellence in written and oral communication skills required.
- Ability to constructively interact with library customers and members of the public to discuss services or issues.
- Comfort with and demonstrated ability to speak publicly to groups of various sizes and in various locations.
- Strong commitment to institutional mission, values, and community service required.

Interpersonal Skills:

- Well-developed interpersonal skills with the ability to maintain positive and effective working relationships with a diverse community of customers, library staff, and organizations. Diversity may include differences in ethnicity, race, culture, socioeconomic status, gender and gender identity, sexual orientation, cognitive traits, etc.
- Ability to consistently display positive behaviors and work habits and interact as a constructive and motivated team member.
- Ability to role model a work culture of inclusiveness, mutual respect, and teamwork.
- High degree of resourcefulness, tact, patience, and demonstrated good judgment required.
- Ability to establish and maintain effective working relationships with community and business partners, vendors, consultants, etc.
- Ability to maintain confidential information required.
- Ability to project an attitude of approachability, helpfulness, positivity, and enthusiasm for providing service required.
- Ability to apply constructive redirection when customer behavior does not align with the VCPL Rights and Responsibilities.

Availability, Travel, and General Requirements:

- Requires ability to maintain regular and reliable attendance at the workplace.
- Must be available to represent VCPL during evenings and weekends for community events, programs, professional meetings, etc.
- Must be able to travel between library locations, and locally, state-wide, and nationally to attend meetings, trainings, conferences etc.
- Must possess a valid Indiana Driver's License.
- Residency: VCPL requires that the Executive Director reside in the Vigo County Public Library service district or be in the process of seeking residency in the district.

WORK ENVIRONMENT

- Normal library working conditions; moderate exposure to office/maintenance chemicals.
- Occasional exposure to fluctuations in interior conditions such as noise and temperatures.
- Various repetitive actions and use of display monitors and keyboards.
- May encounter exposure to outside elements; heat, cold, rain, snow, ice, etc. when traveling on library business.
- Occasional lifting and carrying of light to moderately heavy materials.
- Mild to moderate exposure to dust, depending on work area.
- Will face demands from the public, thus patience and tact required.

Employee Signature:**Date:**

UPDATED

April 17, 2025