

Executive Director

JOB TITLE: Executive Director

FLSA STATUS: Exempt

GRADE:

DEPARTMENT: Administration

APPROVED DATE: 12/1996

REVISED DATE: 04/2018, 04/2022

Job Summary

The Executive Director of Sno-Isle Libraries plans, develops, implements, directs, and administers all operations and activities of the Library District, directly or through senior administrative managers and other personnel; implements and/or administers Board of Trustees policies; provides administrative support to the Board of Trustees; represents the Library District to local governments, civic and community organizations, professional associations and the general public; assures a program of service that meets the needs of Snohomish and Island County customers and community members; accomplishes short-term and long-range planning; implements and maintains sound organizational practices to assure the effective and efficient use of tax-supported resources; and other duties as assigned.

We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

1. Provides leadership and strategic direction for the Library District.

2. Responsible and accountable for the effective performance of all aspects of the Library District in conformance with budgets, plans, and policies, and for related library services that meet the needs of customers in the Sno-Isle service area.
3. Measures effectiveness through appraisals of results achieved in relation to Library District policies, budgets, and objectives.
4. Applies thorough and full-scope knowledge of modern library principles, concepts, methods and practices, and sound management and administrative principles and techniques.
5. Ensures the delivery of high-quality, customer-focused services that appropriately meet the needs of the community.
6. Positively reflects Sno-Isle Libraries' mission, vision, and values to members of the public and to staff.
7. Effectively represents the Library District and maintains cooperative relationships with local, county, and state governments and community groups in Snohomish and Island Counties to maintain and increase support for the Library District.
8. Maintains cooperative working relationship with Sno-Isle Libraries Foundation Board to ensure the Foundation understands the Library District's strategic goals and objectives and to help identify fund-raising priorities.
9. Represents the Library District to outside agencies, the media, community organizations, and members of the public; participates in community activities and events.
10. Represents the Library District at speaking engagements and at formal and informal occasions both within and outside the Library District.
11. Monitors legislative action which could affect the Library District.
12. Accurately communicates the Library District's policies to members of the public in all contacts.\
13. Establishes and maintains a positive organizational culture of inclusion based on the Library District's Norms that will attain a high level of employee morale and productivity.
14. Develops personnel who are directly supervised to their maximum potential by regular appraisal and coaching in proper management principles, techniques, and practices.
15. Reviews and approves all salary increases and related personnel actions recommended by Senior Management, and others, as appropriate.
16. Leads strategic, capital and long-range planning for the operation and future development of the Library District and ensures that such plans are implemented.

17. Leads the Library District's executive teams; provides guidance and direction regarding Library operations and policies.
18. Oversees and directs the Library District's short- and long-term fiscal strategies.
19. Ensures the Library District's long-term financial position is economically sound and responsible in its services to the taxing district.
20. Guides and oversees the preparation of an annual budget for the Board.
21. Responsible for the planning and implementation of all capital development projects of the District.
22. Responsible for the Library District's planning for levy lid lift elections, Library Capital Facilities District elections and bond elections.

Supervisory Relationships:

The Executive Director reports to the Board of Trustees and supervises senior management, foundation executive director and the executive assistant.

Knowledge, Skills, and Abilities

1. Library Science theory, principles, and practices and their application to library operations.
2. Proven successful business and public administration management practices.
3. Public library operations, programs, and services.
4. Principal issues and trends in library technology.
5. Budgeting; financial planning; elections; and legislation affecting library revenue and financing mechanisms.
6. Long-range, short-range and capital planning.
7. The role of a library district in communities, and its relationship with other governmental agencies.
8. Managing, directing, and coordinating library operations.
9. Leading and inspiring staff, the library's board of trustees, and community supporters to deliver high-quality, customer-focused library services to the community.
10. Establishing and maintaining effective working relationship with the library board, the foundation board, senior management, government and community groups, leaders and local officials.

11. Developing and implementing library plans and policies.
12. Representing the Library to outside agencies and the public.
13. Directing the development of the Library's budget and monitoring expenditures.
14. Leading efforts to hold successful elections.
15. Leading, supervising, coaching, and delegating tasks and authority.
16. Communicating effectively verbally and in writing.

Education and Experience

Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:

1. Master's Degree in Library and Information Science (MLS/MLIS) is required.
2. State of Washington Librarian Certification (must be obtained within 30 days of hire).
3. Extensive (minimum 7 years) library administrative management and direct supervisory experience of senior management in a multi-location library system, preferably in a public library environment; OR
4. Any combination of additional (beyond MLS/MLIS) education and experience which would provide the required knowledge and skills and allows successful performance of the job.
5. Membership in a professional organization (ALA, PLA, etc.) preferred.
6. A valid Washington State Driver's License (must be obtained within 30 days).
7. Must pass local police and Washington State Adult/Child Abuse records check prior to hire.

Physical and Environmental Conditions

The physical demands described here are representative of those that must be met by the Executive Director to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Most of the work is carried out within a generally accessible, safe, indoor environment. The Executive Director is subject to sitting for extended periods of time, operating computers for extended periods of time, and moving objects weighing up to 15 pounds.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require

incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.

It is expected that the Executive Director will be required to travel to various locations throughout the U.S. to represent the Library District at professional meetings and conferences. In addition, the Executive Director is expected to travel to library facilities, government offices and meeting facilities throughout and outside the Library District's operating area. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to make independent arrangements for such transportation.