

**DIXON PUBLIC LIBRARY
EXECUTIVE DIRECTOR JOB DESCRIPTION**

TITLE: Executive Director
CLASSIFICATION: Full-time; Exempt
PAY GRADE: 12
REPORTS TO: Dixon Public Library Board of Trustees

Primary Objective of Position

Under the policy guidance and direction of the Board of Trustees, the Library Director shall perform the administrative, supervisory and professional work in planning, promoting and delivering library services.

Preferred Qualifications

- An ALA accredited Master's Degree in Library/Information Science.
- Minimum five (5) years library experience with two (2) years supervisory experience
- Demonstrated oral and written communication skills
- Ability to exercise judgment/discretion when dealing with public/staff
- Knowledge of library automation
- Commitment to public service
- Ability to interact with public and staff effectively and to interpret community interests and needs
- High standards of professional judgment, organization skills, behavior, and fiscal responsibility
- Commitment to the mission and philosophy of public library service
- Ability to work effectively with library trustees, elected officials, and community groups
- Knowledge of Illinois library law and associated rules and regulations

Responsibilities & Duties:

- **Library Operations**
 - Responsible for the organization and implementation of all library services and programs.
 - Establishes and implements procedures that support Board approved Library policies.
 - Create a welcoming and inclusive environment for all library patrons.
 - Oversees the care and maintenance of the library building, equipment, and grounds. Identifies problems and needs and recommends solutions.
- **Board Relations**
 - Prepare monthly financial and activity/statistical/informational reports and present such information to the Board of Trustees at monthly board meetings
 - Notify Board members of meetings and prepare appropriate public notices in compliance with Illinois Open Meetings Laws
 - Attend all Library Board meetings and actively participate in them.
 - Reports on library operations and concerns at regular monthly Board meetings.
 - Recommends and participates in the development of policy and long range planning.
 - Provide administrative support to the Board
 - Assist with orientation and continuing education for Board members
 - Prepares annual reports, grant proposals, and other documents as needed.
- **Finances**
 - Leads the Board through the annual financial process, including preparing the budget and coordinating with the City of Dixon

- Administers the budget as approved by the Board.
 - Manage the financial and business transactions of the Library.
 - Prepare bills for approval by the Board at regular meetings and payment by the city.
 - Prepare monthly and yearly financial reports on budget accounts, receipts, and trust funds.
 - Actively seek additional funding through grants, foundations, and local business partnerships
- **Personnel**
 - Recruit and appoint a diverse range of employees
 - Responsible for all personnel related actions
 - Schedule, organize, and supervise work operations
 - Provide training and professional development to employees
 - Coordinate annual evaluations of staff members
 - Establish and communicate work rules and regulations
 - Responsible for coordination of collection development plan, delegating selection of specific areas to qualified staff
 - Provide opportunities for regular communication with staff including periodic staff meetings
- **Public and Patron Relations**
 - Advocate for and promote the library. Work with employees, Library Board, volunteers and library users as well as educational and literacy organizations
 - Work to establish effective communications through news releases, e-mail or print newsletters, blogs or websites
 - Establish and maintain effective working relationships with schools, agencies, civic and community groups, the general public and the news media
 - Represent the Library at and speak before community, civic and other groups regarding the objectives and activities of the Library.
 - Participate as a member of the Library system and consortium
 - Address patron complaints and public criticism of the Library
 - Respond to the unique needs of the community as the demography dictates
- **Professional Development**
 - Maintain current knowledge of developments in the library profession
 - Actively participate in national, state, regional and area organizations and networking groups

Working Conditions/Physical Requirements:

- Ability to read, write and communicate fluently in English.
- Frequently required to bend, stoop, kneel, crouch and reach various heights.
- Physical ability to stand for extended periods of time.
- Ability to lift and carry items up to 25 pounds.
- Ability to push/pull items of 100 pounds or higher while utilizing a cart.
- Ability for perform fine motor skills tasks
- Visual acuity sufficient to read various font sizes.