

MADISON COUNTY LIBRARY SYSTEM  
An Equal Opportunity Employer

**Executive Director, Admin**

**Basic Function:** As the chief executive officer of the library, the Director plans, organizes, directs, evaluates, and reviews the library's resources, personnel, facilities, services and programs to respond to the needs of the community. The Director operates under the executive direction of the Library Board of Trustees. Work includes developing and monitoring budget resources, planning and implementing overall library goals and objectives, oversight of staff and services.

**Required Knowledge, Skills, and Abilities:** This is a professional position, which requires an ALA-accredited Master's Degree in Library Science with a minimum of 5 years Library administration experience and 5 years of supervisory experience in management and leadership in a library setting. A broad knowledge of the principles and practices of librarianship is required. Essential skills include: excellent managerial, financial, planning and analytical capacity; ability to communicate with diverse groups concerning library affairs; ability to handle critical incidents and resolve conflicts involving customers, staff, materials, or facilities; initiative, awareness and vision in developing library services, and skill in building and maintaining effective relationships with the Library Board, staff and community. Successful experience reporting to a governing board, developing a building program and experience evaluating new services and technologies are essential. In general, the position requires the ability to identify and focus on future needs of the library and make plans and preparations to meet those needs.

**Essential duties and responsibilities:** Duties and responsibilities include the following but are not limited to:

- Attends all Library Board meetings, providing professional expertise and guidance to the members as needed. Informs the Board of current library activities, operational or facility changes, and other issues that may require Board attention.
- Responsible for overall fiscal management of the library system. Manages the finances of the library, monitoring current expenditures and revenue, forecasting future trends, and developing annual budgets and long range financial plans.
- Develops professional skills, knowledge, and abilities through workshops, conferences, professional affiliations, and examination of professional literature. Uses this knowledge to analyze and improve the library's public services, facilities, technology, staff development, and update the library board on current methods and trends.
- Develops and coordinates the implementation of major projects that impact all areas of library operations and services.
- Directs and coordinates the development and maintenance of library collections in all formats to ensure that the library provides quality materials that meet the needs of the community. Stays abreast of publishing trends and continually evaluates local impact and interest through analysis of library usage data and allocates funds accordingly.
- Represents the interests of the library to the community, and other governmental and professional organizations.
- Develops the overall vision, goals and objectives of the library, integrating the ideas of the public, board and staff.

- Directs and evaluates the work of Administration and the Branch Managers and indirectly supervises the work of the general staff as needed.
- Cultivates a courteous, competent, customer-focused environment that is welcoming to the public.
- Develops and recommends library policies to the library board. Ensures that library policies and procedures are implemented and takes the ultimate responsibility for resolving administrative and procedural emergencies.

**Physical Requirements:** *Performance of the essential duties of this position includes the following physical demands and/or working conditions:*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing normal duties of this job, employees may be required to sit or stand for longer periods of time and/or move from one area of the library to another. The employee may be required to climb ladders or step stools, stoop, bend, kneel, reach, push or pull loaded book carts, lift and carry stacks of books, or move boxes of materials of considerable weight from one location to another. The employee may be required to lift up to 35 pounds. The employee should have sufficient vision and hand/eye coordination to perform repetitive movements and job duties. Tasks require visual perception and discrimination as well as oral communications ability. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**HOURS:** This is a full-time, exempt position. Hours and workdays may vary.

**Salary & Benefits:** Salary range is \$70,000-\$75,000 plus annually; commensurate with education and experience. Full state benefits package including state health and life insurance, basic dental and vision insurance, state approved holidays throughout the year, paid sick and vacation leave, and participation in state retirement and deferred compensation.

**Posted:** 04/24/2023

**Application Deadline:** Open Until Filled

**Available:** 07/01/2023

**Contact:** Submit resume, cover letter, and employment application online at <https://www.mclsms.org/employment.php>, in person at any MCLS branch or by mail to Jerry Valdez, Search Committee Chair, 102 Priestley St., Canton, MS 39046 by May 15, 2023.

**This job description is subject to be changed by the employer as the needs of the employer and requirements of the job change.**

**All applicants are required to fill out a complete and accurate MCLS Job application.** (Resumes supported by transcripts, copies of degrees and continuous education certificates are helpful in giving consideration to full qualifications.)

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